

20 December 2018

CABINET – 7 JANUARY 2019

A meeting of Cabinet will be held at 6.00pm on Monday 7 January 2019 in the Council Chamber, Town Hall, Rugby.

Adam Norburn
Executive Director

A G E N D A

PART 1 – PUBLIC BUSINESS

1. Minutes.
To confirm the minutes of the meeting held on 3 December 2018.
2. Apologies.
To receive apologies for absence from the meeting.
3. Declarations of Interest.
To receive declarations of –
 - (a) non-pecuniary interests as defined by the Council's Code of Conduct for Councillors;
 - (b) pecuniary interests as defined by the Council's Code of Conduct for Councillors; and
 - (c) notice under Section 106 Local Government Finance Act 1992 – non-payment of Community Charge or Council Tax.

Note: Members are reminded that they should declare the existence and nature of their interests at the commencement of the meeting (or as soon as the interest becomes apparent). If that interest is a prejudicial interest, the Member must withdraw from the room unless one of the exceptions applies.

Membership of Warwickshire County Council or any Parish Council is classed as a non-pecuniary interest under the Code of Conduct. A Member does not need to declare this interest unless the Member chooses to speak on a matter relating to their membership. If the Member does not wish to speak on the matter, the Member may still vote on the matter without making a declaration.

4. Question Time.

Notice of questions from the public should be delivered in writing, by fax or e-mail to the Executive Director at least three clear working days prior to the meeting (no later than Monday 24 December 2018).

Growth and Investment Portfolio

Nothing to report to this meeting.

Corporate Resources Portfolio

5. Draft General Fund Revenue & Capital Budgets 2019/20 and Medium Term Financial Plan 2019-23.
6. Council Tax Reduction Scheme 2019/20.

Communities and Homes Portfolio

7. Draft Housing Revenue Account Capital and Revenue Budgets 2019/20 and Medium Term Financial Plan 2019-23.

Environment and Public Realm Portfolio

8. Private Sector Housing Charter.

The following item contains reports which are to be considered en bloc subject to any Portfolio Holder requesting discussion of an individual report

9. Council Tax Base 2019/20.
10. Motion to Exclude the Public under Section 100(A)(4) of the Local Government Act 1972.

To consider the following resolution:

“under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of information defined in paragraphs 1, 2 and 3 of Schedule 12A of the Act.”

PART 2 – EXEMPT INFORMATION

Growth and Investment Portfolio

Nothing to report to this meeting.

Corporate Resources Portfolio

1. Election of Mayor and Appointment of Deputy Mayor 2019/20.
2. Garage site - update.

Communities and Homes Portfolio

3. Woodside Park options.
4. Review of Communities and Projects Team.

Environment and Public Realm Portfolio

Nothing to report to this meeting.

The following item contains reports which are to be considered en bloc subject to any Portfolio Holder requesting discussion of an individual report

Nothing to report to this meeting.

Any additional papers for this meeting can be accessed via the website.

The Reports of Officers (Ref. CAB 2018/19 – 7) are attached.

Membership of Cabinet:

Councillors Stokes (Chairman), Mrs Crane, Lowe, Mrs Parker and Ms Robbins.

CALL- IN PROCEDURES

Publication of the decisions made at this meeting will normally be within three working days of the decision. Each decision will come into force at the expiry of five working days after its publication. This does not apply to decisions made to take immediate effect. Call-in procedures are set out in detail in Standing Order 15 of Part 3c of the Constitution.

If you have any general queries with regard to this agenda please contact Claire Waleczek, Democratic Services Team Leader (01788 533524 or e-mail claire.waleczek@rugby.gov.uk). Any specific queries concerning reports should be directed to the listed contact officer.

If you wish to attend the meeting and have any special requirements for access please contact the Democratic Services Officer named above.

Agenda No 5

AGENDA MANAGEMENT SHEET

Report Title:	Draft General Fund Revenue & Capital Budgets 2019/20 and Medium Term Financial Plan 2019-23
Name of Committee:	Cabinet
Date of Meeting:	7 January 2019
Report Director:	Head of Corporate Resources and CFO
Portfolio:	Corporate Resources
Ward Relevance:	All Wards
Prior Consultation:	Cabinet 3 December 2018 and 8 October 2018
Contact Officer:	Mannie Ketley - Head of Corporate Resources & Chief Financial Officer
Public or Private:	Public
Report Subject to Call-In:	Yes
Report En-Bloc:	No
Forward Plan:	Yes
Corporate Priorities:	This report relates to the following priority(ies):
(CR) Corporate Resources	<input checked="" type="checkbox"/> To provide excellent, value for money services and sustainable growth
(CH) Communities and Homes	<input checked="" type="checkbox"/> Achieve financial self-sufficiency by 2020
(EPR) Environment and Public Realm	<input checked="" type="checkbox"/> Enable our residents to live healthy, independent lives
(GI) Growth and Investment	<input checked="" type="checkbox"/> Optimise income and identify new revenue opportunities (CR)
	<input checked="" type="checkbox"/> Prioritise use of resources to meet changing customer needs and demands (CR)
	<input checked="" type="checkbox"/> Ensure that the council works efficiently and effectively (CR)
	<input checked="" type="checkbox"/> Ensure residents have a home that works for them and is affordable (CH)
	<input checked="" type="checkbox"/> Deliver digitally-enabled services that residents can access (CH)
	<input checked="" type="checkbox"/> Understand our communities and enable people to take an active part in them (CH)
	<input checked="" type="checkbox"/> Enhance our local, open spaces to make them places where people want to be (EPR)

- Continue to improve the efficiency of our waste and recycling services (EPR)
- Protect the public (EPR)
- Promote sustainable growth and economic prosperity (GI)
- Promote and grow Rugby's visitor economy with our partners (GI)
- Encourage healthy and active lifestyles to improve wellbeing within the borough (GI)
- This report does not specifically relate to any Council priorities but

Statutory/Policy Background: Under the Local Government Act, an authority must set a council tax and balanced budget, giving 14 days' notice of the council tax level prior to the date of billing. The Council must set a budget before 11 March of each year.

Summary: This is the third Draft Budget Report for 2019/20, contained within which are key decisions and the fees and charges review for Members' consideration.

Financial Implications: As detailed in the main report.

Risk Management Implications: The Council has a statutory duty to set an annual General Fund Revenue budget that will enable it to determine the level of council tax.

Environmental Implications: There are no environmental implications arising from this report.

Legal Implications: There are no legal implications arising from this report.

Equality and Diversity: There are no Equality and Diversity implications arising from this report. It may be necessary later in the budget process to carry out Equality Impact Assessments of the implications of any service changes.

Recommendation:

- (1) The updated draft General Fund Revenue and Capital Budget position for 2019/20 be considered alongside the Council's 2019-23 Medium Term Financial Plan;

- (2) the proposed Fees & Charges for 2019/20 as set out at Appendix 9 to the report be approved;
- (3) Cabinet considers the key decisions identified to date and identifies other policy or service changes required for consideration to deliver a balanced budget for 2019/20; and
- (4) the decision to consult with key stakeholders on the waste proposals as detailed in Section 6.5 and Appendix 8 of the report be approved.

Reasons for Recommendation: This updated overview of the Council's General Fund revenue and capital budgets needs to be considered by Cabinet as part of the budget setting process and to ensure its affordability and contribution to the Council's ambition to achieve self-sufficiency by 2020.

The report includes proposals for savings and income generation which require consideration for inclusion in the 2019/20 draft budgets and the medium term.

Agenda No 5

Cabinet - 7 January 2019

Draft General Fund Revenue & Capital Budget 2019/20 and Medium Term Financial Plan 2019-23

Public Report of the Head of Corporate Resources and CFO

Recommendation

- (1) The updated draft General Fund Revenue and Capital Budget position for 2019/20 be considered alongside the Council's 2019-23 Medium Term Financial Plan;
- (2) the proposed Fees & Charges for 2019/20 as set out at Appendix 9 to the report be approved;
- (3) Cabinet considers the key decisions identified to date and identifies other policy or service changes required for consideration to deliver a balanced budget for 2019/20; and
- (4) the decision to consult with key stakeholders on the waste proposals as detailed in Section 6.5 and Appendix 8 of the report be approved.

1. Introduction

This is the third budget report from the Head of Corporate Resources in her capacity as the Council's Chief Financial Officer.

The first and second budget reports were presented to Cabinet on 8th October 2018 and 3rd December 2018. The purpose of this report is to present an updated draft General Fund revenue position (see sections 3 to 7), a capital position (see section 8) for 2019/20 and onwards, plus an updated Medium Term Financial Plan (see section 9), since the report to Cabinet in December. The report also presents the proposed 2019/20 fees and charges for Cabinet's approval, as detailed at Appendix 9.

Cabinet will consider a further update on the draft revenue and capital General Fund budgets on 4th February 2019, prior to final budget setting and council tax determination at Full Council on 26th February 2019.

This report includes nine appendices;

- **Appendix 1** is a summary position for 2019/20 detailing the various changes made to the 2018/19 original budget.

- **Appendix 2** identifies by service the proposed growth items for 2019/20. This appendix also shows whether corresponding savings (Appendices 3 or 4) have been identified to offset the growth.
- **Appendix 3** identifies by service the proposed income increases (-) or shortfalls (+) for 2018/19.
- **Appendix 4** identifies by service proposed savings items for 2019/20. The appendix also shows where savings have been used to offset proposed growth (Appendix 2) and details are provided.
- **Appendix 5** identifies the draft capital programme for 2019/20 onwards based on scheme proposals from budget officers, along with proposed funding splits, revenue implications, and a projection for capital receipts usage.
- **Appendix 6** provides a more detailed appraisal of the draft capital programme for 2019/20 onwards.
- **Appendix 7** shows the initial Medium Term Financial Plan 2019-23.
- **Appendix 8** provides a detailed report on Saving Proposals for the Waste Service with EqlA
- **Appendix 9** provides the proposed Fees & Charges for 2019/20

2. Budget Context and Development

2.2. Overview and Context

The previous budget report to Cabinet in December presented a draft 2019/20 budget showing a deficit of approximately £333,000, subject to the approval of a suite of key decisions offering savings outlined at £679,000.

Since December the services have continued to firm up the proposals and key decisions. This has resulted in an updated deficit for 2019/20 of **£242,000**. Table 1 provides the details of the main changes since the December report.

Main Changes - 2019/20	£'000
December 2018 deficit	1012
Less Key Decisions December Cabinet	-679
Budget Deficit December Cabinet 2018	333
Council Tax	-40
Reduction in MRP because of slippage on 2018/19 vehicle spend	-216
Transfer of MRP one off savings into the budget delivery Reserve	216
ICT Increase to cover the 2019/20 cost of Microsoft Licensing	35
Inflation increase for members allowances at 2%	7
Reprofile the savings to deliver savings through voluntary redundancies over 2019/20 and 2020/21	50
Removal of Key Decisions relating to Green Waste	60
Review of Internal Recharges chargeable to the HRA	-193
Changes to New Homes bonus following announcement of the provisional settlement	6
Adjustment to Revenue Contributions to Capital Outlay following funding announcement of New Homes Bonus grant	-6
Other Minor Changes	-10
Total deficit including changes since December	242

Table 1 – Summary of budget changes October to December Budget Report

The above table summarises the overall changes to the 2019/20 budget plan and reports a financial deficit of £242,000.

Any changes made to Key Decisions have been included and a revised summary can be found in Section 6 to provide a total £260,000. The proposals previously reported for discounts to Empty Homes and savings generated from the implementation of a Housing Acquisition Fund have now been included within the relevant Appendices 2 – 4.

These proposals are based on initial indicative estimates of the possible savings that could be realised and therefore at this stage are presented to Members primarily for their consideration for further development. Should Members wish not to continue to explore these options then other alternative savings will need to be identified to deliver a balanced budget.

The 2019-23 Medium Term Financial Plan has also been revised to reflect the inclusion of the additional key decisions.

2.3. Financial Self-Sufficiency

The achievement of financial self-sufficiency by 2020 is one of the Council's overarching corporate priorities is to. This is defined as:

It is necessary to remove reliance on arbitrary funding from central government which doesn't sufficiently keep pace with changes in local factors and the needs of the population. Instead, sources of income for the Council need to result from decisions the organisation makes; be that from service charges, local taxation, economic growth or investment income. Alongside income, it is equally important to be able to directly control the Council's expenditure; by reducing exposure to changes from other organisations and ensuring procurement is smart.

To aid the achievement of this priority, a suite of policies was approved by Council within the 2018-22 Medium Term Financial Strategy. The adoption of these policies are reflected in this draft budget and are directly referred to within the relevant sections of this report. As explained in previous reports, the two most fundamental policies relate to the utilisation of excess New Homes Bonus and Retained Business Rates, with a tapered reduction of the proportion of these income streams included in the base budget.

2.4. Local Government Finance Settlement 2019/20

The provisional local government finance settlement was announced 13th December 2018 by the Secretary of State for Housing, Communities and Local Government. Most of the settlement was in line with expectations and followed either from the Technical Consultation that was published in July 2018 or from subsequent announcements.

The following summarises the assumptions which have also been included in the MTFP for future years.

- For New Homes Bonus there is no change to the existing thresholds set at 0.4% of growth, which for Rugby means that the Council does not receive NHB funding for the first 150 homes delivered each year. For every 0.1% increase in the baseline the Council would lose approximately £50,000 and therefore this budget projection is still subject to some uncertainty.
- Negative RSG has been cancelled, with the cost funded by the Government
- This is the last year of the four-year settlement. There have only been minor changes to reflect the provisional business rate multiplier for 2019-20. The provisional multiplier was announced by the Chancellor in the Autumn Budget on 29 October 2018 and is confirmed in this settlement.
- The business rates multiplier is based on the September CPI and it will increase from 48.8p to 49.1p in 2019/20, an increase of 2.29%.
- The additional fifteen 75% business rates pilots were announced, however the Coventry and Warwickshire were not successful for 2019/20.
- Shire district councils will be able to increase Band D by the higher of 3% or £5 and it was confirmed to defer setting any referendum principles for town and parish councils.

Full details can be found following the link below;

<https://www.gov.uk/government/collections/provisional-local-government-finance-settlement-england-2019-to-2020>

In addition, Consultations on the Fair Funding Review and reform of business rates retention have been released. This will be considered more fully with any recommended changes to the proposed Medium Term Financial Plan included in the February 2019 report to Cabinet.

3. Funding Update

3.1. Business Rates

The main financial risk the Council faces remains to be an impending reset of the current system. Resetting the system would redistribute the business rates growth generated since 2013/14, the point at which the retained rates system was introduced. Earlier this year, the Government consulted on a partial reset, but advised has been subsequently received that the Government are considering a full baseline reset in 2020/21.

The Medium Term Financial Strategy adopted by Council in April, included the following policies in relation to Retained Business Rates:

- The net income budget for business rates will be budgeted as follows:
 - 2018/19 – equivalent to 2020/21 income levels with 50% growth retention
 - 2019/20 – equivalent to 2020/21 income levels with 37.5% growth retention;
- Beyond the reset, it is proposed to gradually reduce the amount of business rates growth included in the base budget, with the long-term aim of only budgeting at the 'funding baseline' in the base budget; and
- After the reset all growth retained above the funding baseline is utilised to make revenue contributions to finance capital expenditure

The objective of these policies was to prepare the Council for the potential financial losses that may be experienced as a result of the reset of the business rates system in 2020/21, by reducing the proportion of business rates income included in the base budget. This tapering of income in the base budget reduces the impact of a potential cliff-edge reduction in funding in 2020/21.

The following table shows how the funding for Business Rates would be allocated over the medium term, with a proportion of business rates included in the base budget and remaining growth contributed to reserves or utilised for as a contribution to cover Capital expenditure and reduce borrowing. This is based on the proposed Full Reset.

Detailed Business Rates funding - Full Reset	2019/20	2020/21	2021/22	2022/23
	£'000	£'000	£'000	£'000
Settlement Funding Assessment (SFA)	-2,376	-2,278	-2,320	-2,364
Business rates above the Baseline Funding Level	-1,765	-623	-581	-537
Pooling Dividend	-200	0	0	0
Total Retained Income – included in Base Budget	-4,341	-2,901	-2,901	-2,901
Transitional Damping Grant	0	-1,075	0	0
Growth - Transferred to Business Rates Equalisation Reserve/ Revenue Contributions to Capital Expenditure.	-1,916	0	-329	-401
Total Income	-6,257	-3,976	-3,230	-3,302

Table 2 – Detailed Business Rates Funding - Full Reset

SFA represents the proposition of business rates authorities need to retain in order to fund core services (along-side other income e.g. council tax, fees and charges). Table 2 shows that;

- SFA income across the MTFP is assumed to remain relatively flat, at an average £2.4m. As previously reported, the Fair Funding Review will be focussing on this area of funding for all authorities which presents a risk to the Council if the assessment of needs is reduced.
- Funding following the reset it is assumed that there will be a significant reduction in the proportion of growth that the authority retains. With total growth dropping from £3.7m in 2019/20 (£1.7m in the base and £1.9m to reserves) to only £623,000 in 2020/21 and an overall business rates funding level to include baseline growth at £2.9m for future years.
- Transitional damping grant totalling £1.1m will be available in 2020/21 to offset the loss in retained growth for one year only.
- In the later years of the MTFP retained growth will again begin to increase, but that a larger proportion be diverted from the base budget and utilised to fund to capital expenditure in line with the Medium Term Strategy to reduce overall borrowing for the Council moving forward.

In addition, the Draft Budget proposed for 2019/20 includes a collection fund deficit of £941,000 which will be offset against a transfer from the Business Rates Equalisation Reserve.

3.2. New Homes Bonus

The provisional settlement announced no further changes to the approach taken when calculating the New Homes Bonus for 2019/20. Therefore, the allocations for the 2019/20 and beyond into the medium term financial remain largely unchanged from the December report, as set out in the following table.

	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £000
New Homes Bonus Allocation	-2,141	-2,426	-3,264	-4,287

Table 3 – New Homes Bonus Forecast

The Medium Term Financial Strategy adopted by Council in April, included the following policies in relation to New Homes Bonus:

A proportion of the Council's NHB allocations be withdrawn from the base budget by the 2020, with the monies ring-fenced for revenue contributions to capital expenditure.

This policy was adopted for the same reasons explained above for business rates; in that in order to achieve financial self-sufficiency, the organisation will need to taper its reliance on New Homes Bonus within its core income budget.

3.3. Revenue Contributions to Capital Outlay

As explained in section 2.2, in the 2018-22 Medium Term Strategy, the Council agreed to taper its reliance on NHB income within the core income budget, in order to achieve financial self-sufficiency.

Any additional allocations over and above the reported figures have been transferred and ringfenced for revenue contributions to capital outlay (RCCO) to reduce the reliance on borrowing to finance the General Fund capital programme.

The amounts included for RCCO are shown within table that follows;

	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000
RCCO per February 2018	87	266	816	0
In year change from NHB	112	19	22	1,023
Total December 2018	199	285	838	1,023

Table 4 – Revenue Contributions to Capital December

The implication of the adoption of this policy, is that the Council will finance a greater proportion of its capital programme using revenue resources with an equivalent reduction in the proportion of the programme being financed by borrowing.

This has the effect of allowing the Council to eliminate the need to borrow to finance its capital programme by 2022/23. Furthermore, the Council would also be able to make Voluntary Revenue Payments (VRP) from 2022/23 onwards, effectively meaning the Council will be making additional payments over and above its scheduled debt repayment. By continuing to make these overpayments the Council would eliminate the underlying debt for the General Fund by 2032, compared to an existing 2052 timeframe.

The reduction in MRP and Net Cost of Borrowing costs arising from the adoption of this policy is as follows:

	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000
Reduction in MRP	0	23	67	116
Reduction in Net Cost of Borrowing	3	10	31	57
Total	3	33	98	173

Table 5 – Reduction in MRP and NCOB arising from RCCO

3.4. Council Tax

The local government settlement confirmed no change to the council tax thresholds for 2019/20 with district councils permitted to increase their Band D equivalent council tax by 2.99% for 2019/20. As per the policy adopted in the Medium Term Financial Strategy, for financial planning purposes a maximum increase in Council Tax has been assumed at 2.99% for all years.

The Band D equivalent council tax is multiplied by the Tax Base each year to determine the level of Council Tax income included in Appendix 1.

For the December report, the Tax Base for 2019/20 and future years was informed by the Housing Trajectory, produced by the Economic Development Service for the Local Plan. For

2019/20, it was estimated there will be a 2.8% increase in the Tax base compared with 2018/19.

We can now report the 2019/20 Tax Base, expressed as a Band D equivalent, has been calculated as 37,479.74. This compares to 36,271.17 in 2018/19 and is an actual increase of 3.3% compared to the estimate of 2.8%. The 2019/20 Tax Base is subject to a separate report on this Agenda.

The table below provides the Tax Base for 2019/20 and the forecast for future years over the Medium Term Financial Strategy and excludes the impact of the empty homes policy changes approved by Full Council in December.

	2019/20	2020/21	2021/22	2022/23
Tax Base Band D Equivalent	37,479.74	38,590.74	39,423.74	40,338.74
% Increase	3.3%	3.0%	2.2%	2.3%

Table 6 – Summary of Council Tax Base across the MTFP

The key decision of £66,000 relating to the empty homes policy changes is shown separately within Appendix 7 and will be implemented in 2019/20.

The financial benefit of this change will be realised in the Council Tax collection fund surplus at the end of 2019/20. Therefore, £66,000 will be drawn from the budget stability reserve to enable the Council to take the full benefit in budget setting process for 2019/20. This will then be reimbursed from the budgeted collection fund surplus as part of the budget setting process in 2020/21.

Within the Medium Term Financial Strategy, a policy was approved to establish an earmarked reserve to mitigate possible reduction in the council tax base due to changes in economic conditions. Therefore, it is proposed that the current estimated Collection Fund surplus of £72,000 be allocated to such a reserve with the final figures reported to Full Council in February 2019.

4. Fees and Charges Review

Fees and charges represent a significant source of finance for the Council. The Council receives approximately £5.4m from income from fees and charges each year. It is important that fees and charges are set at an appropriate level to optimise income to the Council.

The Council provides a wide range of services for which fees and charges can be made. However, some of these fees and charges are set at a statutory level such as planning application fees and environmental protection fees. Others are discretionary, and the Council can decide upon an appropriate charge for the service. Examples include bulky waste collections and room hire charges for which the fees and charges are reviewed annually as part of the budget setting process.

Appendix 9 shows the proposed schedule of our fees and charges with the impact of any changes included within income proposals put forward.

5. Revenue Budget Pressures and Savings

5.1. Growth Assumptions

As previously reported the budget for 2019/20 includes known pressures for the next 12 months and total **£920,000**, with full details given within Appendix 2. Key assumptions and considerations underpinning this projection are:

- Pay award assumptions for all years of MTFP is 2%
- Further salary adjustments for 2019/20 based on the latest establishment, salary information and any new appointments
- Increased payment required to meet pension charges as per the 2016 Actuarial valuation, which has been included within the salary adjustments
- Inflation is calculated based on individual proposal information and,
- In Service Pressures
- The Key Decision of **£218,000** previously reported to progress the acquisition fund mitigating the pressures seen within homelessness has now been included to reduce the overall budget growth required for 2019/20. The impact of future years have been included as savings.

The growth items have reduced when compared with the December budget report following further review of salaries, inflation and impact of key decision now included in the proposals.

5.2. Income Assumptions

Appendix 3 provides the detailed proposals included within the budget for 2019/20 and totals **£211,000**.

5.3. Savings Assumptions

Appendix 4 provides the detailed proposals included within the budget for 2019/20 and totals **£379,000** excluding key decisions.

5.4. Minimum Revenue Provision

The Treasury Management 2018/19 Progress Report, approved at December Cabinet and Council, contained an amendment to the Council's policy for the Minimum Revenue Provision (MRP), with a change to an 'asset life – annuity' method for the calculation of MRP. The impact of this change has been included in the budget required for 2019/20 of £1,601,000 and includes the benefit of £278,000 when compared with the 2019/20 budget published in February 2018.

In addition, the latest forecast on expected Capital expenditure for 2018/19 will result in a reduction of MRP required for 2019/20 by £216,000. However, this only provides a one-off benefit to accommodate the slippage in several schemes including Vehicle procurement. Therefore, it is proposed that this is transferred to reserves and then released in 2020/21 in line with the reprofiled expenditure.

5.5. Net Cost of Borrowing

Budgets for Net Cost of Borrowing reflect the latest interest rate forecasts provided by our treasury advisors, Link Asset Services for the period 2019 to 2022. Bank Rate is anticipated to rise to 1.25% by March 2020, to 1.50% by March 2021, and to 2.00% by March 2022. Amounts available for investment reflect available cash-backed General Fund and HRA balances, reserves and receipts forecast elsewhere in this report and in separate HRA budget setting documents. Borrowing requirements reflect the forecast General Fund Capital Financing Requirement (CFR) which tracks capital expenditure not financed from other sources, net of MRP, each year.

5.6. Corporate Adjustments – Portfolio Budgets

The budget approved in February 2018 totalled £15.4m. The reported budget for 2018/19 includes carry-forwards, supplementary budgets and in year adjustments to the corporate savings target.

The total corporate adjustments reported within Appendix 1 of £473,000 includes the reversal of these one-off adjustments, in addition to the following items;

- The initial estimated net amount of **£265,000** which represents changes in internal recharges applied to the Housing Revenue Account.
- A **£60,000** adjustment to reprofile and defer the savings to be delivered through the digitalisation programme to later in the Medium Term Financial Plan. This recognises the time taken to embed the new ways of working and realign the saving to reflect the implementation of the projects over the next 18 months.
- Following the full implementation of new employee terms and conditions in July 2018, a **£45,000** saving from a reduction in car allowance payments will be recognised in the 2019/20 budget.

5.7. Outturn 2018/19

The Quarter 2 Finance and Performance Report presented to Cabinet in December provided an in year favourable variance of £225,000. This is mainly due to;

- Vacancies across the organisation
- Underspends within MRP and net cost of borrowing.

In addition, the Corporate Savings target is also on track to deliver £360,000 of in year savings with £40,000 being delivered recurrently through improved ways of working via digitalisation.

The Q3 report will be taken to Cabinet in February alongside the proposed Final Budget Report for 2019 – 23.

5.8. Other Significant Items

The section below sets out the other significant income and expenditure items included in the draft 2019/20 budget.

- The Council continues to invest **£150,000** to enhance the Town Centre, to be met from the additional business rate income the Council is budgeting to receive in 2019/20 from the Elliott's Field Retail Park (Phase 1) and Junction 1 Retail Park
- A total of **£260,000** proposals listed within the key decisions table
- A total of **£199,000** set aside for revenue contributions for Capital Outlay (RCCO)
- A further **£1,363,000** transferred into the business rates equalisation reserve to help mitigate the anticipated reduction in funding from business rates reset and fair funding in future years.

6. Key Decisions

As explained above, the 2019/20 draft budget currently presents a deficit of £262,000, however this position includes estimated financial implications that relate to a number of key policy decisions that have been produced and presented by officers for Members' consideration in order to reduce the budget deficit.

These proposed policy changes, their possible financial implications and stage of development are set out in the table below.

Key decisions for consideration 2019/20	£'000
Voluntary redundancies plus reduced hours	50
Community Safety - Remove vacant post for Crime and Disorder Manager	45
Pre-Planning application charging for Major Developments	20
Large open spaces – creation of biodiversity areas through reduced frequency of grass cutting	20
Waste and recycling collections urban and rural – Review of non-kerbside collections	125
Total key decisions for consideration	260

Table 7 – Key Decisions for consideration

6.1. Voluntary Redundancies plus reduced hours

Senior Management Team have invited staff to express an interest in voluntary redundancy or reducing their hours. The deadline for staff to submit proposals to the Senior Management Team was 2nd January 2019, subsequently Senior management intend to review all expressions of interest and, where possible to remove a post within financial affordability, make an offer of voluntary redundancy.

It is expected that Cabinet will be presented with a proposal at its February meeting. As such savings above are only presented on an indicative basis. This initial proposal has been reprofiled to provide £50,000 for both 2019/20 and 2020/21.

6.2. Community Safety

The Crime and Disorder manager post has been vacant for several months. In light of operational efficiencies and a more holistic approach to Rugby Borough Council Community Safety activity, it is proposed that the Community Safety Manager post be disestablished, with existing staff members assuming some additional duties. This would ensure that Rugby Borough Council can continue to meet legislative requirements and work alongside the Community Safety Partnership to support several key safety initiatives in line with the Council's corporate priorities. This proposal would save approximately £45,000 in salary costs.

6.3. Pre-Planning application

This reflects an estimated increase in income should the Planning Service introduce a charging schedule for pre-application advice (major applications). Any future charging schedule will need to be benchmarked against neighbouring Local Authorities before being introduced. Planning Officers are investigating the potential for this and other income generation opportunities in more detail. The results of the necessary research/ evidence gathering will be incorporated in to the February budget report.

6.4. Parks and Grounds Maintenance

The Parks and Grounds Manager has reviewed current operations and has identified a proposal that will provide financial and operational savings.

It is proposed to reduce grass cutting on large open spaces within Rugby. Longer grass in some areas is supported by Warwickshire Wildlife Trust and we are working alongside them to create more biodiverse areas. The proposal would be to only cut these areas once a year and treat such spaces as urban meadows. This would generate savings of approximately £20,000 per annum.

6.5. Waste Collection

The Waste and Transport Manager has recently completed an analysis of the current Waste operations and identified two proposals for efficiencies and savings. There is a separate service report at Appendix 8 which provides details and any risks associated with the delivery and time taken to fully implement changes. Whilst the overall full year impact of this saving is currently estimated at £150,000 this may not be fully implemented until June 2019 and therefore has been adjusted to reprofile this across 2019/20 £125,000 and £25,000 in 2020/21.

This transitional amount of £25,000 has been transferred from the budget stability reserve for 2019/20 only.

Proposal 1 - By ceasing doorstep collections within rural areas (affecting approximately 1000 properties) and instead asking the householder to present their bins at the edge of the roadside for collection, it is estimated that this would result in an operational full year saving of approximately £75,000.

Proposal 2 - Using the same approach as with the rural areas, the Council proposes to collect from the kerbside only within all urban areas. This would mean no longer collecting from rear alleyways of approximately 2000 properties in the Borough. Instead bins would need to be presented at the kerbside for collection. This would result in an operational full year saving of approximately £75,000.

7. Draft Portfolio and Corporate Revenue Budgets

The following table shows an overview of the draft revenue budget for 2019/20.

Draft General Fund Revenue Summary 2019/20	2018/19 Revised Budget £	Budget Adjustments £	Salary Adjustments £	2019/20 Draft Budget £
EXPENDITURE:				
Committed Expenditure:				
Growth and Investment	2,820,140	114,130	47,330	2,981,600
Corporate Resources	1,007,550	-316,590	306,350	997,310
Environment and Public Realm	7,070,150	41,010	129,060	7,240,220
Communities and Homes	1,991,550	75,180	141,550	2,208,280
Executive Director	1,938,510	27,580	-33,860	1,932,230
Key Decisions		-260,000		-260,000
Corporate Items	-160,000	257,680		97,680
Internal Recharges				0
Total Portfolio & Corporate Budgets	14,667,900	-61,010	590,430	15,197,320
Less Capital Charge Adjustment	-2,590,610	-102,100	0	-2,692,710
Less Corporate Savings Target	-200,000	-100,000	0	-300,000
Less Pension (IAS 19) Adjustment	-317,190	-11,550	0	-328,740
Net Portfolio & Corporate Budgets	11,560,100	-274,660	590,430	11,875,870
Net Cost of Borrowing	465,390	-168,480	0	296,910
Revenue Contribution to Capital Outlay	87,500	111,500	0	199,000
Contribution to Reserves - Business Rates	552,620	1,363,000	0	1,915,620
Contribution to Reserves - Council Tax Collection Fund	0	263,000		263,000
Minimum Revenue Provision (MRP)	1,929,060	-328,370	0	1,600,690
Parish Council Precepts	760,630	20,000	0	780,630
TOTAL EXPENDITURE	15,355,300	985,990	590,430	16,931,720
Financed by;				
Revenue Support Grant	-152,680	152,680		0
Retained Business Rates (Net of Tariff)	-5,459,620	-797,000		-6,256,620
New Homes Bonus Funding	-2,105,750	-35,060		-2,140,810
Government Grants	-297,000	30,000		-267,000
Council Tax	-7,438,430	-514,400		-7,952,830
Collection Fund Surplus(-)/Deficit	111,600	757,000		868,600
Contribution from Reserves	-13,420	-927,580		-941,000
TOTAL INCOME	-15,355,300	-1,334,360	0	-16,689,660
OVERALL TOTAL VARIANCE ON 2018/19 BUDGET	0	-348,370	590,430	242,060

Table 8 – Draft Revenue Budget 2019/20

8. Draft Portfolio Capital Budgets

Appendix 5 shows the draft position for the 2019/20 capital programme and onwards. As can be seen, the total capital programme proposed for 2019/20 (including proposed carry-forward budgets from previous years) is **£15.034m**. The overall programme has been updated to include the creation of the Housing Acquisition Fund (Cabinet, Dec 2018) Excluding grants and other contributions, this leaves a net **£10.284m** of expenditure to be financed in 2019/20.

Forecast General Fund capital receipts are £2.188m at the beginning of financial year 2019/20. As noted in previous years it is not considered prudent to allow overall General Fund capital receipts to be depleted, as this will subject the Council to interest rate risks in future years and in emergency situations. In other words, it maintains the stability currently provided by retaining a reasonable level of capital receipts as any future borrowing would have to be undertaken at the interest rates available in the market at the time.

A revised Asset Management Strategy 2018-23 was approved by Council in April 2018 and has informed the proposals included within the programme relating to the General Fund asset portfolio.

In addition, The Prudential Code for Capital Finance in Local Authorities has recently been updated by the Chartered Institute of Public Finance and Accountancy (CIPFA). The code sets out that in order to demonstrate that an authority takes capital expenditure and investment decisions in line with service objectives and properly takes account of stewardship, value for money, prudence, sustainability and affordability, authorities should have in place a capital strategy. The capital strategy should set out the long-term context in which capital expenditure and investment decisions are made and gives due consideration to both risk and reward and impact on the achievement of priority outcomes. The Capital Strategy for 2019/20 will be presented to Cabinet for recommendation to Council in February 2019.

The additional revenue financing implications of this second draft programme for 2019/20 to 2022/23 upon future years are as follows:

	2020/21 £'000	2021/22 £'000	2022/23 £'000
Additional Minimum Revenue Provision (MRP)	137	124	69
Additional Interest Costs	128	250	225
Total	265	374	294
Cumulative Effect			933

Table 9 – MRP Forecast

As noted in section 3.3, additional allocations from New Homes Bonus have been transferred and ringfenced for revenue contributions to capital outlay (RCCO) to reduce the reliance on borrowing to finance the General Fund capital programme.

The implication of the adoption of this policy, is that the Council will finance a greater proportion of its capital programme using revenue resources with an equivalent reduction in the proportion of the programme being financed by borrowing.

This has the effect of allowing the Council to remove the need to borrow to finance its non-housing capital programme by 2022/23. Furthermore, the Council would also be able to make Voluntary Revenue Provision from 2022/23 onwards, effectively meaning the Council will be overpaying its current debt repayment schedule. Consequently, the Council would eliminate its General Fund underlying debt holding by 2032, compared to an existing 2052 timeframe.

For the 2019/20 draft General Fund revenue budget MRP is estimated at **£1.601m** (2018/19 **£1.929m**) resulting from historical borrowing and the additional borrowing undertaken to finance the 2018/19 capital programme as approved by Council in February this year.

9. Medium Term Financial Plan 2019-2023

Appendix 7 shows a forecast position for the next 4 financial years with a **deficit of £242,000** for 2019/20.

	2019/20 £ 000's	Partial Reset - 25% growth retained			Full Reset		
		2020/21 £ 000's	2021/22 £ 000's	2022/23 £ 000's	2020/21 £ 000's	2021/22 £ 000's	2022/23 £ 000's
Changes in Funding							
Business Rates	-797	2,281	391	-80	2,281	746	-73
BRR Collection Fund Surplus(-)/Deficit	742	-941	0	0	-941	0	0
Revenue Support Grant	153	-0	0	0	-0	0	0
Government Grants	30	27	24	24	27	24	24
Council Tax	-448	-450	-414	-447	-450	-414	-447
CT Collection Fund Surplus(-)/Deficit	-51	72	0	0	72	0	0
New Homes Bonus Funding	-35	-285	-838	-1,023	-285	-838	-1,023
Contribution from Reserves & Balances	-928	941	0	0	941	0	0
Total Changes in Funding	-1,334	1,644	-836	-1,527	1,644	-481	-1,520
Corporate Items							
Contribution to Business Rates Equalisation Reserve	1,363	-1,729	336	79	-1,729	329	72
Contribution to/from Earmarked Reserve Council Tax	263	-263	0	0	-263	0	0
RCCO	112	285	838	1,023	285	838	1,023
Other Corporate Adjustments	-878	152	-247	-54	152	-247	-54
Total Changes to Corporate Items	860	-1,555	926	1,048	-1,555	919	1,041
Growth							
Salaries	590	530	540	549	530	540	549
Remodelling of pay scales	140	0	0	0	0	0	0
Inflation Provision	56	10	10	10	10	10	10
Growth	780	0	0	0	0	0	0
Total Service Pressures	1,566	540	550	559	540	550	559
Total Funding and Growth	1,092	630	640	81	630	988	81
Income Generation	-211	-40	-80	0	-40	-80	0
Savings	-379	-140	-265	108	-140	-265	108
Revised Variance	502	450	295	189	450	643	189
Key Decisions	-260	-275	0	0	-275	0	0
Revised Variance	242	175	295	189	175	643	189

Table 10 – Medium Term Financial Plan 2019/20 to 2022/23

Beyond 2019/20, the MTFP shows additional budget variances that need to be considered in future years, assuming that prior budget deficits have been addressed. This MTFP has been presented on the assumption that the Council will either see the impact of a partial or full reset. Therefore, under a partial reset there is a cumulative deficit of approximately **£1.0m** across the four years MTFP, which increases to **£1.3m** under a full reset scenario.

Table 12 shows the changes when compared with the previous year. The key movements presented in the MTFP can be explained as follows:

- Increased funding in Council Tax at a rate of 2.99% over the medium term
- Contribution from the Business Rates Reserve to offset the Business rates deficit of £941,000 in 2019/20.
- Increased contribution to the Business Rates Equalisation Reserve for the excess growth in Business Rates Funding, above sustainable funding levels.

- Additional funding anticipated, over and above the MTFP reported in February 2018, for New Homes Bonus is transferred to RCCO for all years of the medium term.
- The Corporate items include the necessary adjustments to the Minimum Revenue Provision and Net Cost of Borrowing

Other major assumptions within the MTFP:

- NHB and Business Rates growth based on planned growth as informed by Economic Development officers.
- The adverse impact of changes in government funding resulting from the fair funding review and business rates baseline reset in 2020/21.
- The financial saving of £297,000 during the period 2020/21 through to 2022/23 from the proposal to approve a housing acquisition fund to mitigate the pressures in the cost of temporary accommodation in addressing homelessness. (within Key Decisions)
- A £10 increase in the Garden Waste subscription charge in 2020/21 to generate £200,000 extra income in 2020/21.
- Salary budgets amended to reflect 2% pay awards applied in each year of the MTFP.

10. Conclusion

Following the review and expansion of number of the key decisions for Member's consideration there continues to be a deficit of £242,000 presented for 2019/20.

It needs to be noted that, due to the current challenging financial environment further savings still need to be identified in order to deliver a balanced budget across the medium term. In particular, the high level of uncertainty around retained Business Rates and the potential for a reset of the system presents a considerable risk to the Councils finances from 2020/21 onwards.

Name of Meeting: Cabinet

Date of Meeting: 3 December 2018

Subject Matter: Draft General Fund Revenue and Capital Budget 2019/20

Originating Department: Corporate Resources

DO ANY BACKGROUND PAPERS APPLY **YES** **NO**

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink
	Draft General Fund Revenue and Capital Budget 2019/20 – Cabinet 3 rd December 2018
	Draft General Fund Revenue and Capital Budget 2019/20 – Cabinet 8 th October 2018

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A

Draft General Fund Revenue Summary 2019/20	2018/19 Original Budget £	In Year Adjustments £	2018/19 Revised Budget £	Corporate Adjustments £	Total Inflation £	Salary Adjustments £	Proposed Growth Items (Appendix 2) £	Proposed Income Adjustments (Appendix 3) £	Savings (Appendix 4) £	2019/20 Draft Budget £
EXPENDITURE:										
Growth & Investment	2,820,140	213,840	3,033,980	-257,040	5,210	47,330	24,740	152,380	-25,000	2,981,600
Corporate Resources	1,007,550	9,680	1,017,230	-349,020	7,190	306,350	35,410	-13,470	-6,380	997,310
Environment & Public Realm	7,070,150	-81,650	6,988,500	134,650	24,710	129,060	324,750	-286,340	-75,110	7,240,220
Communities & Homes	1,991,550	-19,290	1,972,260	-102,390	18,720	141,550	392,320	-43,450	-170,730	2,208,280
Executive Director's Office	1,938,510	22,290	1,960,800	25,290	0	-33,860	0	-20,000	0	1,932,230
Key Decisions			0	0	0	0	0	0	-260,000	-260,000
Corporate Items	-160,000	41,290	-118,710	75,300	0	0	142,890	0	-1,800	97,680
PORTFOLIO EXPENDITURE	14,667,900	186,160	14,854,060	-473,210	55,830	590,430	920,110	-210,880	-539,020	15,197,320
Less Capital Charge Adjustment	-2,590,610	0	-2,590,610	-102,100	0	0	0	0	0	-2,692,710
Less Corporate Savings Target (including salary voids)	-200,000	0	-200,000	0	0	0	0	0	-100,000	-300,000
Less Pension Adjustment	-317,190	0	-317,190	-11,550	0	0	0	0	0	-328,740
NET PORTFOLIO EXPENDITURE	11,560,100	186,160	11,746,260	-586,860	55,830	590,430	920,110	-210,880	-639,020	11,875,870
Net Cost of Borrowing	465,390	0	465,390	-168,480	0	0	0	0	0	296,910
Minimum Revenue Provision (MRP)	1,929,060	0	1,929,060	-328,370	0	0	0	0	0	1,600,690
Revenue Contribution to Capital Outlay	87,500	0	87,500	111,500	0	0	0	0	0	199,000
Contribution to Business Rate Equalisation Reserve	552,620	0	552,620	1,363,000	0	0	0	0	0	1,915,620
Contribution to Earmarked Reserve Council Tax			0	263,000	0	0	0	0	0	263,000
TOTAL EXPENDITURE (before Parish Precepts)	14,594,670	186,160	14,780,830	653,790	55,830	590,430	920,110	-210,880	-639,020	16,151,090
Parish Council Precepts and Council Tax Support	760,630	0	760,630	20,000	0	0	0	0	0	780,630
TOTAL EXPENDITURE	15,355,300	186,160	15,541,460	673,790	55,830	590,430	920,110	-210,880	-639,020	16,931,720
INCOME:										
Revenue Support Grant	-152,680	0	-152,680	152,680	0	0	0	0	0	0
Retained Business Rates (Net of Tariff)	-4,907,000	0	-4,907,000	566,000	0	0	0	0	0	-4,341,000
Retained Business Rates Additional Growth	-552,620	0	-552,620	-1,363,000	0	0	0	0	0	-1,915,620
New Homes Bonus Funding	-2,105,750	0	-2,105,750	-35,060	0	0	0	0	0	-2,140,810
Government Grants	-297,000	0	-297,000	30,000	0	0	0	0	0	-267,000
Council Tax	-7,438,430	0	-7,438,430	-448,400	0	0	0	0	0	-7,886,830
Council Tax - Empty Property	0	0	0	0	0	0	0	0	-66,000	-66,000
Collection Fund Surplus(-)/Deficit	111,600	0	111,600	757,000	0	0	0	0	0	868,600
Contribution from Reserves & Balances	-13,420	0	-13,420	-927,580	0	0	0	0	0	-941,000
TOTAL INCOME	-15,355,300	0	-15,355,300	-1,268,360	0	0	0	0	-66,000	-16,689,660
VARIANCE ON 2018/19 BUDGET	0	186,160	186,160	-594,570	55,830	590,430	920,110	-210,880	-705,020	242,060

Proposed Growth Items 2019/20

Portfolio/Service	Amount (£)	Justification:	Corresponding savings? Y / N / Partial (Y = Total growth offset)
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Growth & Investment (G&I)			
Planning Services			
Salaries	20,740	Increase in hours to full time of the Principal Planning Officer following the retirement of the Development and Enforcement Lead Officer.	N
Enforcement Budget	1,000	A new budget to cover direct planning enforcement as it occurs to provide a more streamlined service.	N
Benn Hall			
Publicity & Marketing	3,000	The service has seen a rise in the overall financial performance of the Benn Hall, this has meant that the Marketing budget is now not sufficient to attract the calibre of acts to the Benn Hall. It is anticipated that increasing this budget will have an overall impact to future income generation.	N
Sub Total (G&I)	24,740		

Corporate Resources (CR)			
Corporate Property Administration			
Electricity	22,340	Increase required due to the increased charges across the Corporate Property Assets.	N
Water	1,210	Budget realignment to reflect the actual expenditure on water across the Corporate Property Assets.	N
Corporate Property Management			
Asset Management expenses	4,860	Properties now need to be valued every four years instead of the current valuation of every five years in accordance with external audit guidance. The increased cost represents the additional valuation costs that will be incurred for each financial year.	N
Human Resources			
Consultancy Costs	7,000	One-Off request for 7 days of Consultancy Costs for the development of I-Trent (HR and Payroll) system for work in regard to the expenses and time management modules. It is expected that this investment will deliver digitalisation and other efficiency savings.	N
Sub Total (CR)	35,410		

Proposed Growth Items 2019/20

Portfolio/Service	Amount (£)	Justification:	Corresponding savings? Y / N / Partial (Y = Total growth offset)
Environment & Public Realm (E&PR)			
Miscellaneous Highways Services			
Salaries	15,040	Service redesign to increase staff resources to provide more resilience and productivity within the service.	N
Training	4,390	The budget for training has been reviewed for current and prospective staff and increased in-line with requirements.	N
Hackney Carriages and Private Hire Vehicles			
Other Agencies	1,730	Budget required for Disclosure and Barring Service (DBS) checks with the DVLA for hackney carriage licensing.	N
Licensing			
External contractor	1,400	Following new legislation introduced in October 2018, it is anticipated that there will be an increase in vet costs.	Y
Parks, Recreation Grounds & Open Spaces			
Agency Costs	5,000	Following an increase in large events at Caldecott Park and other sites it is proposed to include an agency budget of £5,000 to provide Park Ranger support and holiday/sickness cover.	N
Safety and Resilience			
Maintenance of Equipment	1,600	A budget is required for annual calibration of health and safety equipment such as the drugs and alcohol meter, HAV meter and sound meter.	N
Waste Collection and Recycling			
Recycling Gate Fee	240,000	The recycling gate fee can be volatile and varies monthly. It is anticipated that there will be an increase in costs based on the decline of the market	Y
Salaries	21,490	It is proposed to replace two part-time Refuse Driver posts with full-time posts when the post holders retire; this will reduce agency spend.	Y
Postage and Distribution	4,600	Increase in postage budget for garden waste following a review of expenditure	Y
Works Services Unit and Depot			
Gas	1,000	Increased budget to accommodate rising gas prices and following a review of spend-to-date	Y
Trade Waste			
Fuel	18,500	Budget for fuel increased following review of spend since taking on new customers and additional round	N
Materials	10,000	Budget for bins realigned with anticipated increase in customer demand (see appendix 3)	Y
Sub Total (E&PR)	324,750		

Proposed Growth Items 2019/20

Portfolio/Service	Amount (£)	Justification:	Corresponding savings? Y / N / Partial (Y = Total growth offset)
Communities & Homes (C&H)			
Customer and Information Services			
Photocopying	14,260	Increased cost of new printing contract.	N
Software Maintenance	1,500	Building growth into the budget for next year based on costs on contracts confirmed by ICT	N
Hardware Maintenance	3,000	Building growth into the budget for next year based on costs on contracts confirmed by ICT	N
Software/Equipment Licences	42,500	The estimated growth required for IT contracts resulting from the Microsoft Licence Renewal for 3 years from January 2019	Partial
Software Maintenance	27,480	The estimated growth required for IT contracts following the implementation of the Corporate Asset Management System and new Planning system.	Partial
Community Advice and Support Team			
Provision of temporary accommodation for homelessness	295,260	As reported to Cabinet in October, the outlying pressure to the Council for both 2018/19 and 2019/20 is due to increased demand for temporary accommodation arising from homelessness. This now includes the Housing Acquisition key decision to reduce costs by £218,000 as reported to Cabinet in December 2018.	N
Public Transport and Car Parking	1,000	Increased to reflect current and estimated expenditure	N
External Legal Costs	4,400	Increase in the budget to reflect the increase in legal challenges relating to the provision of temporary accommodation.	N
Woodside Park			
Electricity	1,800	Reflects the current usage within the service	N
Non SLA charges	1,120	A direct charge is made to this service for the estimated number of hours of chargeable time from the HRA. The increase represents a recalculation of officer time chargeable based upon estimated time and salaries	N
Sub Total (C&H)	392,320		
Corporate Items			
Changes to Salary Scales	140,000	Estimated increase required for the NJC Pay Review	N
Other minor budget pressures	2,890	Minor pressures requested below £1,000	N
Sub Total (Corporate Items)	142,890		
OVERALL TOTALS	920,110		

Proposed Income Adjustments 2019/20

Portfolio/Service	Amount (£) + = Reduction - = Increase	Justification:
Growth & Investment (G&I)		
Planning Services		
Fees & Charges	-13,800	Creation of an increased budget for Con29 Local Authority Searches for property acquisitions, following income received in previous years.
Planning Fees	-3,300	Increase following the introduction of a 20% increase in January the budget for Decision Notices and Discharge of Conditions.
Benn Hall		
Bar Sales	-10,000	The service has seen an increased amount of events which produce a high bar take, these events are likely to continue and as a result the income expectation has been increased to reflect this, the expenditure budget has also been increased with the net position £10,000.
Event Tickets	-3,000	The Benn Hall's business plan was revised in 2018 with an increased focus on targeting specific audience groups. Subsequently the service has seen an increase in income from the of events organised and run by the Council. It is proposed that this additional income of approximately £3,000 is invested in additional marketing activities to promote further income growth in the future.
Hall of Fame		
Net Income	186,000	It is proposed that the attraction's anticipated income be amended to align with the income achieved in previous years.
Sport & Recreation		
On Track Income	-2,520	Increased income following revised charges after CPI rate applied.
Play Rangers Income	-1,000	Increased income following revised charges after CPI rate applied.
Sub Total (G&I)	152,380	
Corporate Resources (CR)		
Corporate Property Administration		
Reimbursements	-5,460	Increased to reflect the estimated recharges due from Warwickshire County Council for their use of the Art Gallery and Museum building.
Reimbursements	-3,000	New income for receivable feed in tariffs for electricity generated from solar panels.
Legal Services		
Reimbursements - Outside Scope	-5,010	Increased due to higher than anticipated income in last three years for Legal services.
Sub Total (CR)	-13,470	
Environment & Public Realm (E&PR)		
Car Parks and Parking		
Reimbursements-Outside Scope	-20,000	Following new ownership of Clock Towers Car Park, a budget of £20,000 has been included to reflect actual income received in recent years.
Car Park Season Tickets	-16,500	Increased level of demand for Season Tickets seen in 2018/19.
Cemeteries		
Plaques/Donations	-500	Increase based on analysis of historic trend.
Interments	-19,330	Increased based on analysis of historic trend.
Memorial License Fee	-1,180	Memorial license fee realigned based on analysis of historic trend.
Exclusive right of burial	-5,710	Income budget for exclusive right of burial realigned based on analysis of historic trend
Purchases for Resale	1,000	Purchases for resale budget realigned based on review of historic spend; this is recovered via resale income.
Crematorium		
Net surplus	-34,540	Anticipated increase in Rugby Borough Council's share of the operational surplus for the crematorium. The detailed budget will be approved by the Rugby and Daventry
Hackney Carriages and Private Hire Vehicles		
Reimbursements- court costs awarded	-1,000	Budget included for legal costs income;
Regulatory Services		
Fees and Charges (Standard)	-17,000	Anticipated income for investigate Fly Tipping works done by Rugby Borough Council for Harborough District Council.
Fees and Charges (Standard)	-20,000	Anticipated income for Investigate Fly Tipping works done by Rugby Borough Council for Warwick District Council.
Street Cleansing		
Fees and Charges (standard)	-3,000	Increase in income from private works based on volume of 2017/18 customers
Waste Collection and Recycling		
Fees and Charges (Garden Waste income)	-37,000	Increased budget for Garden Waste income based on 18/19 performance.
Recycling Credits	-69,400	Increased budget for recycling credits income claimed from Warwickshire County Council based on prior year analysis.
Fees and Charges (Bulky Waste)	-16,300	Increase in Bulky Waste income anticipated following analysis of 17/18 performance and price increase following CPI increase.
Fees and Charges (Refuse and G/W)	35,500	Following analysis of 17/18, reduction in budget for haulage income claimed from Warwickshire CC as actual costs have been less than budget.
Trade Waste		
Fees and Charges	-61,380	Income from Trade Waste customers increased based on review of increased numbers.
Sub Total (E&PR)	-286,340	

Proposed Income Adjustments 2019/20

Portfolio/Service	Amount (£) + = Reduction - = Increase	Justification:
Communities & Homes (C&H)		
Housing Welfare Services		
Fees & Charges	-40,000	Following increased marketing around the Lifeline service it is estimated that the service will be able to generate £40,000 extra income.
Woodside Park		
Rental Income	-3,450	Pitch fees increased by an estimate for inflation of 3%
Woodside Park		
Sub Total (C&H)	-43,450	
Executive Director's Office (EDO)		
Communications		
Income from other Local Authorities	-20,000	Income following officer time charged for service provided to another local authority.
Sub Total (EDO)	-20,000	
OVERALL TOTALS	-210,880	

Proposed Savings 2019/20			
Portfolio/Service	Amount (£)	How can these be achieved?	Adverse impact on service delivery? Y/N
Growth & Investment (G&I)			
Hall of Fame			
Repairs & Maintenance	-25,000	The removal of the repairs and maintenance budget following historic spend and anticipated future spend.	N
Sub Total (G&I)	-25,000		
Corporate Resources (CR)			
Public Offices			
Building cleaning	-2,690	Budget realigned to match expenditure in previous years.	N
Sub Total (CR)	-2,690		
Environment & Public Realm (E&PR)			
Head of Environment and PR			
Training Fees	-9,280	Training budget not required centrally as services to have individual budgets where training is required.	N
Miscellaneous Highways Services			
Vehicle Repair and Maintenance	-2,290	Budget realigned to match expenditure in previous years.	N
Fuel	-1,300	Budget realigned to match expenditure in previous years.	N
Contract Hire	-3,000	Budget realigned to match expenditure in previous years.	N
Materials	-5,000	Budget realigned to match expenditure in previous years.	N
Hackney Carriages and Private Hire Vehicles			
External Legal Costs	-1,300	Budget realigned to match expenditure in previous years.	N
Land Drainage			
External Contractor	-10,000	Budget realigned to match expenditure in previous years. This is a reactive service.	N
Parks, Recreation Grounds & Open Spaces			
Salaries	-5,520	Net savings from a vacant part-time gardener post being replaced by a full-time seasonal post.	N
Public Conveniences			
Rates	-3,690	Following the Budget announcement in October 2018, the government will introduce 100% business rate relief on public lavatories to help keep them open.	N
Safety and Resilience			
Service redesign	-20,880	This is the net saving following the decision taken to outsource the Council's Emergency Planning and Business Continuity work to CSW, instead of recruiting to a vacant post.	N
Civil Contingencies	-3,540	Budget has been reduced based on previous spend, however, a small budget will still remain to provide cover for contingencies.	N
Works Services Unit and Depot			
Electricity	-12,000	Budget realigned to match expenditure in previous years.	N
Water Services	-1,000	Budget realigned to match expenditure in previous years.	N
Sub Total (E&PR)	-78,800		
Communities & Homes (C&H)			
Community Grants			
Community Grants	-1,500	Reduction in grant allocation following the removal of a service level agreement.	N
Community Advice and Support Team			
Postage	-3,000	Estimated saving based upon the increased usage of electronic communication.	N
Housing Benefit Payments			
Housing Benefit Overpayments	-166,230	Based on data gathered as part of the formal 2018/19 mid-year subsidy submission to government at the end of August, there has been a reduction in the overall level of debt associated with Housing Benefit payment, primarily due to the transition to Universal Credit. Consequently, the bad provision relating to the collection of Housing Benefit overpayments is forecast to be reduced by £166,000 compared to budgeted estimates.	N
Sub Total (C&H)	-170,730		
Corporate Items			
Other minor savings	-1,800	The aggregate of various minor savings, which are individually below £1,000	
Corporate Savings Target	-100,000	Following the review of in year savings the annual Corporate saving target has been increased to a total of £300,000.	N
Sub Total (Corporate Items)	-101,800		
OVERALL TOTALS	-379,020		

Portfolio / Scheme Name	Capital						Revenue Implications					
	Gross Expenditure			External Contributions / Earmarked Reserves		Internal Resources		Running Costs		Estimated Interest costs		Minimum Revenue Provision
	2019/20	2020/21	2021/22	2019/20	Future Years	2019/20	Future Years	2019/20*	Full Year	2019/20*	Full Year	2020/21
	1	2	3	4	5	6	7	8	9	10	11	12
£	£	£	£	£	£	£	£	£	£	£	£	
Growth & Investment												
	0	0	0	0	0	0	0	0	0	0	0	0
Communities & Homes												
ICT Refresh Programme - Desktop	72,100	72,100	80,500	72,100	152,600	0	0	0	0	0	0	0
ICT Refresh Programme - Infrastructure	115,000	130,000	95,000	22,500	142,070	92,500	82,930	0	0	1,160	2,310	17,630
ICT Refresh Programme - AV Equipment	22,500	7,500	7,500	22,500	15,000	0	0	0	0	0	0	0
Disabled Facilities Grants	615,800	615,800	615,800	585,800	1,171,600	30,000	60,000	0	0	380	750	1,200
	825,400	825,400	798,800	702,900	1,481,270	122,500	142,930	0	0	1,540	3,060	18,830
Environment & Public Realm												
Vehicle Replacement ¹	400,000	400,000	400,000	0	0	400,000	800,000	0	0	5,000	10,000	53,500
Open Spaces Refurbishments - Whinfield Play Area	161,520	161,520	161,520	50,000	100,000	111,520	223,040	0	0	1,390	2,790	6,360
Open Spaces Refurbishments - Safety Improvements	50,000	50,000	50,000	0	0	50,000	100,000	0	0	630	1,250	2,850
Open Spaces Refurbishments - Street Furniture	40,000	40,000	40,000	0	0	40,000	80,000	0	0	500	1,000	2,280
Memorial Safety	30,000	30,000	30,000	0	0	30,000	60,000	0	0	380	750	1,210
Crematorium Car Park Extension ³	80,000	0	0	40,000	0	40,000	0	0	0	500	1,000	1,620
Great Central Way Bridge Repairs	0	165,000	165,000	0	0	0	330,000	0	0	0	0	0
Purchase of Waste Bins ²	87,500	87,500	87,500	87,500	175,000	0	0	0	0	0	0	0
	849,020	934,020	934,020	177,500	275,000	671,520	1,593,040	0	0	8,400	16,790	67,820
Corporate Resources												
Housing Acquisitions Fund	12,900,000	0	0	3,870,000	0	9,030,000	0	0	0	112,875	361,200	33,200
Corporate Property Enhancement	435,000	361,000	340,000	0	0	435,000	701,000	0	0	5,440	10,880	17,570
Woodside Park LPG	25,000	0	0	0	0	25,000	0	0	0	310	630	2,260
	13,360,000	361,000	340,000	3,870,000	0	9,490,000	701,000	0	0	118,625	372,710	50,770
Total Draft GF Capital Programme	15,034,420	2,120,420	2,072,820	4,750,400	1,756,270	10,284,020	2,436,970	0	0	128,565	392,560	137,420

¹ Vehicle replacement programme under review

² To be financed via S106 developer contributions / direct revenue contributions.

³ Subject to initial approval by the Rainsbrook Crematorium Joint Committee

⁴ Half year is included

General Fund Draft Capital Programme 2019/20 & Onwards: Capital Appraisal Information

Portfolio	Communities & Homes
Capital Scheme	ICT Refresh Programme - Desktop
Gross Budget Requirement 2019/20-2021/22	£224,700
External Funding	£0
RBC Funding 2019/20-21/22	£224,700
Budget Officer	Raj Chand
Strategic Case: Outline relevant national and local policies and strategies	<p>The Desktop provision is made up of:</p> <ul style="list-style-type: none"> * Client devices, such as Laptops, PCs and Terminals; * Server services that directly relate to desktop provisioning. <p>The Council has adopted a rolling refresh programme that spreads the cost and effort of updating the desktop across all financial years.</p> <p>Drivers for updating the desktop provision are:</p> <ul style="list-style-type: none"> * To ensure that the authority is running on fit for purpose equipment; * to replace aging equipment before it fails and impacts service delivery; * and, in line with PSN requirements and security best-practice, devices must be under manufacturer support and they must be patched and/or upgraded to the latest software version. <p>If the authority is to retain PSN Code of Connection IT equipment must be fully supported and updated. Failing to comply would leave us open to security breaches and the associated fines that they would incur.</p>
Commercial Case: Outline the procurement arrangements that ensures the deal is achievable and attractive to the market place	Procurement for works will follow the Council's established procedures within contract standing orders to include OJEU compliance where applicable. Suppliers are sourced using Crown Commercial Services Digital Marketplace and associated framework RM3733.
Financial Case: Outline the capital and revenue costs/savings over the life span of the project	ICT equipment has an estimated asset life of five years. As a short-life asset financing will be sourced from revenue contributions to capital outlay (RCCO) as noted in Section 3.3 of the budget report.
Management Case: Outline the governance, plans, and resources that are in place for successful implementation	The IT service employ an industry standard programme management technique for desktop replacement.

General Fund Draft Capital Programme 2019/20 & Onwards: Capital Appraisal Information

Portfolio	Communities & Homes
Capital Scheme	ICT Refresh Programme - Infrastructure
Gross Budget Requirement 2019/20-2021/22	£340,000
External Funding	£0
RBC Funding 2019/20-21/22	£340,000
Budget Officer	Raj Chand
Strategic Case: Outline relevant national and local policies and strategies	<p>The IT infrastructure provision is made up of:</p> <ul style="list-style-type: none"> * Physical and Virtual Servers; * Storage Area Networks; * Network Switches, Routers & WIFI; * Firewalls and Backup and Business Continuity solutions. <p>The Council has adopted a rolling refresh programme that spreads the cost and effort of updating the infrastructure across all financial years.</p> <p>Drivers for updating the infrastructure are:</p> <ul style="list-style-type: none"> * To ensure that the authority is running on fit for purpose equipment; * To replace aging equipment before it fails and impacts service delivery; * and in line with PSN Requirements and security best-practice, devices must be under manufacturer support and they must be patched and/or upgraded to the latest software version. <p>If the authority is to retain PSN Code of Connection compliance there are no direct alternatives that are financially viable.</p>
Commercial Case: Outline the procurement arrangements that ensures the deal is achievable and attractive to the market place	Procurement for works will follow the Council's established procedures within contract standing orders to include OJEU compliance where applicable. Suppliers are sourced using Crown Commercial Services Digital Marketplace and associated framework RM3733.
Financial Case: Outline the capital and revenue costs/savings over the life span of the project	With each successive generation of hardware they become more energy efficient with reduced heat output. Such reductions will directly reduce running costs and support a future refresh of the Town Hall cooling systems to smaller more efficient units. ICT hardware has an estimated asset life of five years and therefore minimum revenue provision (annuity method) for the 2019/20 scheme will be £17,600.
Management Case: Outline the governance, plans, and resources that are in place for successful implementation	The IT service employ an industry standard programme management technique for the infrastructure replacement.

General Fund Draft Capital Programme 2019/20 & Onwards: Capital Appraisal Information

Portfolio	Communities & Homes
Capital Scheme	ICT Refresh Programme - AV Equipment
Gross Budget Requirement 2019/20-2021/22	£37,500
External Funding	£0
RBC Funding 2019/20-21/22	£37,500
Budget Officer	Raj Chand
Strategic Case: Outline relevant national and local policies and strategies	<p>Much of the audio/visual equipment will become redundant in the next 2 years due to its age plus additional equipment will be required to support digitalisation.</p> <p>The programme will consist of: replacement of the ctouch devices in CR1, CR2 and the Benn hall; and introduction of display equipment into CR3 and room 104 and the Board room.</p> <p>The life expectancy of IT equipment is 5 years, which is based on both physical component life expectancy and the equipment's ability to be upgraded for security purposes and to support appropriate operating systems & software. The combined desktop & infrastructure refresh programmes have been re-designed to accommodate changes to working practices brought about by digitalisation, but without any particular increase to previous year's total budgets, however it has never incorporated audio/visual equipment as these used to sit in Business Support.</p>
Commercial Case: Outline the procurement arrangements that ensures the deal is achievable and attractive to the market place	Procurement for works will follow the Council's established procedures within contract standing orders to include OJEU compliance where applicable. Suppliers are sourced using Crown Commercial Services Digital Marketplace and associated framework RM3733.
Financial Case: Outline the capital and revenue costs/savings over the life span of the project	ICT equipment has an estimated asset life of five years. As a short-life asset, financing will be sourced from revenue contributions to capital outlay (RCCO) as noted in Section 3.3 of the budget report.
Management Case: Outline the governance, plans, and resources that are in place for successful implementation	The IT service employ an industry standard programme management technique for the infrastructure replacement.

General Fund Draft Capital Programme 2019/20 & Onwards: Capital Appraisal Information

Portfolio	Communities & Homes
Capital Scheme	Disabled Facilities Grants
Gross Budget Requirement 2019/20-2021/22	£1,847,400
External Funding	£1,757,400
RBC Funding 2019/20-21/22	£90,000
Budget Officer	Raj Chand
Strategic Case: Outline relevant national and local policies and strategies	The provision of grants to provide adaptations to the homes of disabled people in the borough. This is a mandatory requirement made by the Amendment by the Regulatory Reform Orders 2002 and 2008 and the Housing Grants and Construction and Regeneration Act 1996. Recommendations for adaptations are made following a home visit by the Occupational Health Therapists with the scheme administered in the borough by HEART service from October 2016
Commercial Case: Outline the procurement arrangements that ensures the deal is achievable and attractive to the market place	
Financial Case: Outline the capital and revenue costs/savings over the life span of the project	
Management Case: Outline the governance, plans, and resources that are in place for successful implementation	

General Fund Draft Capital Programme 2019/20 & Onwards: Capital Appraisal Information

Portfolio	Environment & Public Realm
Capital Scheme	Vehicle Replacements
Gross Budget Requirement 2019/20-2021/22	£1,200,000
External Funding	£0
RBC Funding 2019/20-21/22	£1,200,000
Budget Officer	Dan Green
Strategic Case: Outline relevant national and local policies and strategies	The Vehicle Replacement scheme covers the provision of front line delivery services in procuring new vehicles for the Council's Works Service Unit (WSU) as existing fleet reaches the end of useful economic life. The programme is currently under review and budgets have been estimated based on prior year expenditure. A revised value reflecting actual vehicle requirements will be included in future iterations of the programme.
Commercial Case: Outline the procurement arrangements that ensures the deal is achievable and attractive to the market place	Procurement is undertaken in compliance with contract standing orders, utilising established framework agreements where applicable.
Financial Case: Outline the capital and revenue costs/savings over the life span of the project	A funding appraisal is undertaken in conjunction with the Council's treasury and leasing advisors to ascertain the optimal source of financing in advance of vehicle acquisition. The appraisal measures the benefits of outright purchase cost, anticipated maintenance costs, residual value, and leasing contracts. Vehicles have an estimated asset life of seven years and therefore minimum revenue provision (annuity method) for the 2019/20 scheme will be £53,500.
Management Case: Outline the governance, plans, and resources that are in place for successful implementation	The existing fleet is monitored to gauge useful economic lives, potential increased maintenance costs and market indications of pricing for replacement vehicles over a medium-term horizon.

General Fund Draft Capital Programme 2019/20 & Onwards: Capital Appraisal Information

Portfolio	Environment & Public Realm
Capital Scheme	Open Spaces Refurbishment - Whinfield Play Area (2019/20)
Gross Budget Requirement 2019/20-2021/22	£484,560
External Funding	£150,000
RBC Funding 2019/20-21/22	£334,560
Budget Officer	Dan Green
Strategic Case: Outline relevant national and local policies and strategies	<p>Every site refurbishment is undertaken in partnership with the local community. This includes community associations, external funding partners, voluntary agencies and other statutory bodies. The sites have been identified within the Play Strategy and Open Space Strategy which the Council has adopted, along with information on the general condition survey of play equipment. The next play area highlighted by recent health & safety inspection is Whinfield play area.</p> <p>The Council has a duty to provide facilities which are safe to use and which comply with the laws governing access to disabled people. Failure to discharge this responsibility will leave the Council liable.</p> <p>There is significant evidence to suggest that investment in parks brings about wider social benefits. Research from the Edinburgh Council in Scotland found that for every £1 invested in parks, £12 was given back in social, economic & environmental benefits. Whilst Exeter University suggests people will exercise more if they have quality parks to do this in. The Local Government Association has also recently published the report ""the role of the local government in mental health and wellbeing"" which also highlights the significant role that parks and green spaces play in helping to reduce the nation's healthcare costs.</p>
Commercial Case: Outline the procurement arrangements that ensures the deal is achievable and attractive to the market place	All procurement is undertaken in line with our own procurement rules and processes to ensure value for money.
Financial Case: Outline the capital and revenue costs/savings over the life span of the project	The refurbishment offers good value for money and the Council will be seeking some external funding from the landfill tax. The alternative is to close and remove the play area, restoring the land back to grass, which would cost about £50k with no community gain. The scheme has an anticipated asset life of fifteen years and therefore minimum revenue provision (annuity method) will be £6,400.
Management Case: Outline the governance, plans, and resources that are in place for successful implementation	Each open space that is highlighted for improvement undergoes a phased approach which includes consultation in partnership with the local community, design and implementation. Whinfield play area has not been refurbished for nearly 20 years and is now at the end of its useful life and without investment would need to be closed and removed.

General Fund Draft Capital Programme 2019/20 & Onwards: Capital Appraisal Information

Portfolio	Environment & Public Realm
Capital Scheme	Open Spaces Refurbishment - Safety Improvements
Gross Budget Requirement 2019/20-2021/22	£150,000
External Funding	£0
RBC Funding 2019/20-21/22	£150,000
Budget Officer	Dan Green
Strategic Case: Outline relevant national and local policies and strategies	<p>The Council is responsible for 41 play areas and 17 youth facilities along with nearly 300 hectares of green spaces. The most serious health and safety issues have been dealt with through a programme of capital refurbishments in the last few years, but in the current financial climate the council needs to focus on the essential health and safety works. This capital scheme will address sites with the most pressing health and safety issues, and where minimal investment will not extend the life of the capital asset, fully refurbish the play area. The Council has a duty to provide facilities which are safe to use and which comply with the laws governing access to disabled people. Failure to discharge this responsibility will leave the Council liable. The sites have been identified within the Play Strategy and Open Space Strategy which the Council has adopted, along with information on the general condition survey of play equipment. There is significant evidence to suggest that investment in parks brings about wider social benefits. Research from the Edinburgh Council in Scotland found that for every £1 invested in parks, £12 was given back in social, economic & environmental benefits. Whilst Exeter University suggests people will exercise more if they have quality parks to do this in. The Local Government Association has also recently published the report ""the role of the local government in mental health and wellbeing"" which also highlights the significant role that parks and green spaces play in helping to reduce the nation's healthcare costs.</p>
Commercial Case: Outline the procurement arrangements that ensures the deal is achievable and attractive to the market place	All procurement is undertaken in line with our own procurement rules and processes to ensure value for money.
Financial Case: Outline the capital and revenue costs/savings over the life span of the project	The investment of £50k to address essential health & safety issues offers good value for money as this could be the cost of just one successful insurance claim against the Council. Schemes have an anticipated asset life of fifteen years and therefore minimum revenue provision for the 2019/20 programme will be £2,800.
Management Case: Outline the governance, plans, and resources that are in place for successful implementation	Each open space that is highlighted for improvement undergoes a phased approach which includes consultation in partnership with the local community, design and implementation. Failure to deal with urgent health & safety issues could lead to insurance claims and prosecutions against the Council.

General Fund Draft Capital Programme 2019/20 & Onwards: Capital Appraisal Information

Portfolio	Environment & Public Realm
Capital Scheme	Open Spaces Refurbishment - Street Furniture
Gross Budget Requirement 2019/20-2021/22	£120,000
External Funding	£0
RBC Funding 2019/20-21/22	£120,000
Budget Officer	Dan Green
Strategic Case: Outline relevant national and local policies and strategies	<p>This scheme provides for the long term permanent street furniture installations throughout Rugby and the surrounding areas. New benches are compliant with Disability Discrimination guidelines (seating height, arm rests etc.).</p> <p>New litter bins have a colour contrast to aid the visually impaired. Replacement street furniture, litter bins, and bus shelters are only considered where refurbishment will not prove economically viable.</p>
Commercial Case: Outline the procurement arrangements that ensures the deal is achievable and attractive to the market place	Procurement for works will follow the Council's established procedures within contract standing orders to include OJEU compliance where applicable.
Financial Case: Outline the capital and revenue costs/savings over the life span of the project	Street Furniture works have an anticipated asset life of ten years and therefore the minimum revenue provision for these works will be £2,300.
Management Case: Outline the governance, plans, and resources that are in place for successful implementation	Each item of street furniture that is highlighted for refurbishment/replacement undergoes a phased approach which includes consultation in partnership with the local community, design and implementation. Failure to deal with urgent health & safety issues could lead to insurance claims and prosecutions against the Council.

General Fund Draft Capital Programme 2019/20 & Onwards: Capital Appraisal Information

Portfolio	Environment & Public Realm
Capital Scheme	Memorial Safety
Gross Budget Requirement 2019/20-2021/22	£90,000
External Funding	£0
RBC Funding 2019/20-21/22	£34,260
Budget Officer	Dan Green
Strategic Case: Outline relevant national and local policies and strategies	<p>To undertake essential infrastructure replacement including memorial safety in the Borough Council's cemeteries.</p> <p>The Council has a duty of care to all cemetery users in relation to the general condition of footpaths and other infrastructure.</p> <p>The Ministry of Justice has also issued guidance to Local Authorities on how to deal with the issue of memorial safety and the Council is currently producing its own policy statement.</p>
Commercial Case: Outline the procurement arrangements that ensures the deal is achievable and attractive to the market place	Procurement for works will follow the Council's established procedures within contract standing orders to include OJEU compliance where applicable.
Financial Case: Outline the capital and revenue costs/savings over the life span of the project	Cemetery infrastructure works have an anticipated asset life of twenty years and therefore the minimum revenue provision (annuity method) for these works will be £650.
Management Case: Outline the governance, plans, and resources that are in place for successful implementation	

General Fund Draft Capital Programme 2019/20 & Onwards: Capital Appraisal Information

Portfolio	Environment & Public Realm
Capital Scheme	Purchase of Waste Bins
Gross Budget Requirement 2019/20-2021/22	£262,500
External Funding	£262,500
RBC Funding 2019/20-21/22	£0
Budget Officer	Dan Green
Strategic Case: Outline relevant national and local policies and strategies	The Council has a statutory responsibility for the provision of domestic waste collection within the Borough. The scheme provides for the acquisition of bins for new housing developments funded via S106 agreements or developer contributions.
Commercial Case: Outline the procurement arrangements that ensures the deal is achievable and attractive to the market place	Procurement for works will follow the Council's established procedures within contract standing orders to include OJEU compliance where applicable.
Financial Case: Outline the capital and revenue costs/savings over the life span of the project	Purchase of waste bins for new housing developments will be funded via S106 agreements / developer contributions.
Management Case: Outline the governance, plans, and resources that are in place for successful implementation	

General Fund Draft Capital Programme 2019/20 & Onwards: Capital Appraisal Information

Portfolio	Environment & Public Realm
Capital Scheme	Great Central Walk Bridges
Gross Budget Requirement 2019/20-2021/22	£330,000
External Funding	£0
RBC Funding 2019/20-21/22	£330,000
Budget Officer	Dan Green
Strategic Case: Outline relevant national and local policies and strategies	The Council has a statutory requirement to undertake structural inspections every six years and general inspections every two years of its Great Central Way Bridge assets. Work has been ongoing since 2008, and prior detailed inspections are showing major structural problems with several bridges on the route that need immediate / mid-term / long term repairs. The Council has a long-term commitment for the upkeep of these bridges. As some of these bridges carry main highways into Rugby, the Council cannot risk the possibility of closing bridges due to poor maintenance. The Great Central Way Bridges were re-valued as at 31st March 2016 at £15.9m on the basis of re-instatement costs for insurance purposes.
Commercial Case: Outline the procurement arrangements that ensures the deal is achievable and attractive to the market place	The Council will tender for structural works based on the independent reports prepared by invasive engineering surveys carried out in May 2018. Procurement for works will follow the Council's established procedures within contract standing orders to include OJEU compliance where applicable. We are also looking to work collaboratively with WCC and their framework of bridge contractors.
Financial Case: Outline the capital and revenue costs/savings over the life span of the project	In advance of the 2018 survey results being evaluated an estimated construction budget of £165,000 per annum has been requested for works based on historic data for 2020/21 and 2021/22. The unspent existing budget for 2018/19 is to be carried forward for initial refurbishment works in 2019/20. Budget requirements will be revised in light of survey results and programme scheduling. Once structural works have been undertaken bridge lifespans are estimated at fifty years and therefore minimum revenue provision (annuity method) of £1,860 per annum.
Management Case: Outline the governance, plans, and resources that are in place for successful implementation	The Council works in partnership with Warwickshire County Council as the highways authority to provide and maintain some of the bridges and will seek to work collaboratively to minimise public inconvenience and optimise value for money.

General Fund Draft Capital Programme 2019/20 & Onwards: Capital Appraisal Information

Portfolio	Corporate Resources
Capital Scheme	Corporate Property Enhancements
Gross Budget Requirement 2019/20-2021/22	£1,136,000
External Funding	£0
RBC Funding 2019/20-21/22	£1,136,000
Budget Officer	Mannie Ketley
Strategic Case: Outline relevant national and local policies and strategies	Corporate Property Enhancements include works undertaken on the Council's non-housing assets consequent to legislative requirements (Fire Safety, Disability Discrimination Act, etc.) and to mitigate current and/or future maintenance requirements and asset devaluation. A refresh of the Council's Asset Management Strategy 2018-23 was approved in April 2018 and informs the options concerning non-housing asset future maintenance beyond 2018/19. Programmed works for 2019/20 include: <ul style="list-style-type: none"> • Fire Doors/Pumps & Plant Upgrade/Roofing/Toilets - Town Hall - £195,000 • Lawn/Retreat - External Works/Boundary Wall - £125,000
Commercial Case: Outline the procurement arrangements that ensures the deal is achievable and attractive to the market place	Procurement for works will follow the Council's established procedures within contract standing orders to include OJEU compliance where applicable.
Financial Case: Outline the capital and revenue costs/savings over the life span of the project	Corporate Property Enhancement works have an anticipated asset life of twenty years and therefore the minimum revenue provision (annuity method) for the 2019/20 works will be £17,600.
Management Case: Outline the governance, plans, and resources that are in place for successful implementation	

General Fund Draft Capital Programme 2019/20 & Onwards: Capital Appraisal Information

Portfolio	Corporate Resources
Capital Scheme	Woodside Park LPG
Gross Budget Requirement 2019/20-2021/22	£25,000
External Funding	£0
RBC Funding 2019/20-21/22	£25,000
Budget Officer	Mannie Ketley
Strategic Case: Outline relevant national and local policies and strategies	Currently servicing is an issue as there is no bottled gas available and a two-man policy is in operation by many contractors. The intention is to install 150 litre direct, unvented hot water cylinders capable of running showers and delivering mains pressure hot water. Response to consultations have been favourable of this installation.
Commercial Case: Outline the procurement arrangements that ensures the deal is achievable and attractive to the market place	
Financial Case: Outline the capital and revenue costs/savings over the life span of the project	Saving of approximately £2,700 per year by having no gas obligation.
Management Case: Outline the governance, plans, and resources that are in place for successful implementation	

MTFP 2019/20 - 2022/23	2019/20 £ 000's	Partial Reset - 25% growth retained			Full Reset		
		2020/21 £ 000's	2021/22 £ 000's	2022/23 £ 000's	2020/21 £ 000's	2021/22 £ 000's	2022/23 £ 000's
BASE EXPENDITURE BUDGET bf	15,541	16,690	15,045	15,881	16,690	15,045	15,526
Corporate Adjustments	-587	-40	0	0	-40	0	0
BASE BUDGET	14,955	16,650	15,045	15,881	16,650	15,045	15,526
Growth Items							
Salary Adjustments	590	530	540	549	530	540	549
Inflation	56	10	10	10	10	10	10
Other Service Pressures	920	0	0	0	0	0	0
Total Growth	1,566	540	550	559	540	550	559
Savings							
Efficiency, Transformation & Service Redesign	-379	-140	-265	108	-140	-265	108
Key Decision	-260	-275	0	0	-275	0	0
Income Generation	-211	-40	-80	0	-40	-80	0
Budget Variance (-) Deficit	-242	-175	-295	-189	-175	-643	-189
Total Savings	-1,092	-630	-640	-81	-630	-988	-81
Corporate Items							
Changes to Net Cost of Borrowing	-168	-15	41	-77	-15	41	-77
Changes to MRP	-328	187	-308	3	187	-308	3
Contribution to/from Reserves BRR	1,363	-1,729	336	79	-1,729	329	72
Contribution to/from Reserves Council Tax	263	-263	0	0	-263	0	0
RCCO	112	285	838	1,023	285	838	1,023
Change in Parish Precept	20	20	20	20	20	20	20
Total Changes in Corporate items	1,261	-1,515	926	1,048	-1,515	919	1,041
Total Net Expenditure	16,689	15,045	15,881	17,408	15,045	15,526	17,046
Financed By							
BASE INCOME BUDGET							
Grants							
Other Government Grants	-267	-240	-216	-192	-240	-216	-192
New Homes Bonus	-2,141	-2,426	-3,264	-4,287	-2,426	-3,264	-4,287
Business Rates							
Settlement Funding Assessment (SFA)	-2,376	-2,278	-2,320	-2,364	-2,278	-2,320	-2,364
Growth included in Base Budget	-1,765	-971	-929	-885	-623	-581	-537
Damping	0	-727	0	0	-1,075	0	0
Pooling Dividend	-200	0	0	0	0	0	0
Retained Growth to BRR Equalisation Reserve	-1,916	0	-336	-415	0	-329	-401
Collection Fund Surplus(-)/Deficit	941	0	0	0	0	0	0
Contribution from BRR Equalisation Reserve	-941	0	0	0	0	0	0
Council Tax							
Tax Base & 2% price increase	-7,819	-8,193	-8,524	-8,880	-8,193	-8,524	-8,880
£5 increase in the Band D each year	-49	-99	-147	-194	-99	-147	-194
2.99% increase compared to a £5 increase in a Band D	-18	-46	-80	-124	-46	-80	-124
Key Decision - Empty Homes	-66	-66	-66	-66	-66	-66	-66
Collection Fund Surplus (-)/Deficit	-72	0	0	0	0	0	0
TOTAL	-16,689	-15,045	-15,881	-17,408	-15,045	-15,526	-17,046

Waste and Recycling Options

Following an analysis of the current Waste and Recycling operations, two proposals for efficiencies and savings have been identified. A summary of each proposal, together with financial and risk implications is given below.

1. Kerbside Collections Rural Area

Summary of Proposal

This proposal is to cease doorstep collections within Rural areas (affecting approximately 1,000 properties), but instead asking the householder to present their bins where the property meets the roadside, for collection.

Such arrangements are common practice in other local authority areas and are known as edge of curtilage collections.

Edge of curtilage collections require residents to present refuse and recycling bins by the edge of their property which is nearest to the adopted highway. Exact definitions for the tolerated distance from the highway range from 25m to 'an arms-length'.

Financial Implications

It is estimated that this would result in an operational saving of up to £75,000 per year. This is the equivalent to 50% of one vehicle and its associated crew.

The level of saving achieved will be influenced by the number of properties that require special arrangements, such as assisted pull outs.

The savings figure assumes 12 months operation of the new arrangements. Should the new arrangements not be in place for the start of the financial year, the level of savings delivered in 2019/20 will reduce accordingly.

Risks

The risks associated with the cessation of doorstep collections within the Rural Area are:

- a. Not all household may be able to present bins at the kerbside due to disability.
- b. Public dissatisfaction
- c. An increased number of sign ups to the "pull out" service reduce the financial benefits of the new arrangements.

Risk Mitigation

- a. A "pull out" bin collection service is available for residents who are unable to present their bins at the kerbside due to a disability. In such cases (and where the necessary criteria are met), we will collect the wheeled bin from the property and return once emptied.
- b. Each affected household will be written to, with the rationale for the decision summarised together with revised collection arrangements.
- c. Review of criteria for "pull out" bin collection service.

Equality and Diversity Impact Assessment

An Equality Impact Assessment would be required, and a draft assessment is attached.

Consultation

It is recommended that this proposal would benefit from consultation with each household directly affected by the proposal.

Next Steps

Should Members approve the proposal, officers will design and deliver a consultation exercise in early 2019.

A formal policy defining edge of curtilage collections, including acceptable distances from the highway, will be developed.

Following the consultation, further modelling will take place to understand any special arrangements (including assisted pull outs) which may be required and the impact which this will have on achievable savings.

2. Kerbside Collections Urban Area

Summary of Proposal

This proposal is to cease doorstep collections within Urban areas of Rugby (affecting approximately 2,000 properties), but instead ask householders to present their bins at the edge of the roadside for collection.

It is anticipated that the implementation of this proposal would have the additional benefit of reducing contamination rates in recycling bins which are currently collected from rear alleyways.

Such arrangements are common practice in other local authority areas and are known as edge of curtilage collections.

Edge of curtilage collections require residents to present refuse and recycling bins by the edge of their property which is nearest to the adopted highway. Exact definitions for the tolerated distance from the highway range from 25m to 'an arms-length'.

Financial Implications

It is estimated that this would result in an operational saving of up to £75,000 per year. This is the equivalent to 50% of one vehicle and its associated crew.

The level of saving achieved will be influenced by the number of properties that require special arrangements, such as assisted pull outs.

The savings figure assumes 12 months operation of the new arrangements. Should the new arrangements not be in place for the start of the financial year, the level of savings delivered in 2019/20 will reduce accordingly.

Risks

The risks associated with the cessation of doorstep collections within the Urban Area are:

- a. Not all household may be able to present bins at the kerbside due to disability
- b. Public dissatisfaction
- c. Lack of clarity over where bins should be presented
- d. An increased number of sign ups to the “pull out” service reduces the financial benefits of the new arrangements.

Risk Mitigation

- a. A “pull out” bin collection service is available for residents who are unable to present their bins at the kerbside due to a disability. In such cases (and where the necessary criteria are met), we will collect the wheeled bin from the property and return once emptied.
- b. Each affected household will be written to, with the rationale for the decision summarised
- c. Those households where an edge of curtilage collection is not possible, will be written to with alternative arrangements clarified.
- d. Review of criteria for “pull out” bin collection service.

Equality and Diversity Impact Assessment

An Equality Impact Assessment would be required, and a draft assessment is attached.

Consultation

It is recommended that this proposal would benefit from consultation with each household affected by the proposal.

Next Steps

Should Members approve the proposal, officers will design and deliver a consultation exercise in early 2019.

A formal policy defining edge of curtilage collections, including acceptable distances from the highway, will be developed.

Following the consultation, further modelling will take place to understand any special arrangements (including assisted pull outs) which may be required and the impact which this will have on achievable savings.

EQUALITY IMPACT ASSESSMENT (EqIA)

Context

1. The Public Sector Equality Duty as set out under section 149 of the Equality Act 2010 requires Rugby Borough Council when making decisions to have due regard to the following:
 - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
 - advancing equality of opportunity between people who share a protected characteristic and those who do not,
 - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
2. The characteristics protected by the Equality Act are:
 - age
 - disability
 - gender reassignment
 - marriage/civil partnership
 - pregnancy/maternity
 - race
 - religion/belief
 - sex/gender
 - sexual orientation
3. In addition to the above-protected characteristics, you should consider the crosscutting elements of the proposed policy, such as impact on social inequalities and impact on carers who look after older people or people with disabilities as part of this assessment.
4. The Equality Impact Assessment (EqIA) document is a tool that enables RBC to test and analyse the nature and impact of what it is currently doing or is planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
5. The questions will enable you to record your findings.
6. Where the EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
7. Once completed and signed off the EqIA will be published online.
8. An EqIA must accompany all **Key Decisions** and **Cabinet Reports**.
9. For further information, refer to the EqIA guidance for staff.
10. For advice and support, contact:
Minakshee Patel
Corporate Equality & Diversity Advisor
minakshee.patel@rugby.gov.uk
Tel: 01788 533509

Equality Impact Assessment

Service Area	Waste and Recycling
Policy/Service being assessed	Kerbside (only) Collections
Is this is a new or existing policy/service? If existing policy/service please state date of last assessment	Existing service with revised arrangements
EqlA Review team – List of members	Dan Green, Shaun Barnes, Minakshee Patel
Date of this assessment	December 2018
Signature of responsible officer (to be signed after the EqlA has been completed)	

A copy of this Equality Impact Assessment report, including relevant data and information to be forwarded to the Corporate Equality & Diversity Advisor.

If you require help, advice and support to complete the forms, please contact Minakshee Patel, Corporate Equality & Diversity Advisor via email: minakshee.patel@rugby.gov.uk or 01788 533509

Details of Strategy/ Service/ Policy to be analysed

<u>Stage 1 – Scoping and Defining</u>	
(1) Describe the main aims, objectives and purpose of the Strategy/Service/Policy (or decision)?	The council is considering implementing a ‘kerbside only’ collection policy for waste and recycling. This would mean that residents whose properties have long drives or rear alleyways would need to present their bins at the kerbside to enable collection by RBC Waste and Recycling Crews
(2) How does it fit with Rugby Borough Council’s Corporate priorities and your service area priorities?	The proposal fits with the proposed corporate priority 2017-2020, “achieve financial self sufficiency by 2020 and the portfolio priority “continue to improve the efficiency of our waste and recycling services”
(3) What are the expected outcomes you are hoping to achieve?	A reduction in the costs of delivering our waste and recycling services
(4) Does or will the policy or decision affect: <ul style="list-style-type: none"> • Customers • Employees • Wider community or groups 	Customers
<u>Stage 2 - Information Gathering</u>	
	As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, eg service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).
(1) What does the information tell you about those groups identified?	Officers have details of the number and location of properties affected by the proposal. This will enable targeted communications to each affected household.

(2) Have you consulted or involved those groups that are likely to be affected by the strategy/ service/policy you want to implement? If yes, what were their views and how have their views influenced your decision?	No		
(3) If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary.	Should the proposals be approved for progression, the intention is to consult with individual households affected by the changes. It is anticipated that this would happen in early 2019. Beyond the consultation exercise, residents will be informed of additional support which is available for any households where disability or pregnancy affects residents' abilities to present their bins at the kerbside.		
<u>Stage 3 – Analysis of impact</u>			
<p><u>(1) Protected Characteristics</u> From your data and consultations is there any positive, adverse or negative impact identified for any particular group, which could amount to discrimination?</p> <p>If yes, identify the groups and how they are affected.</p>	<p>RACE N/a</p>	<p>DISABILITY Households where disability prevents residents from transporting bins to the kerbside could suffer adverse impact</p>	<p>GENDER N/a</p>
	<p>MARRIAGE/CIVIL PARTNERSHIP N/a</p>	<p>AGE N/a</p>	<p>GENDER REASSIGNMENT N/a</p>
	<p>RELIGION/BELIEF N/a</p>	<p>PREGNANCY MATERNITY Households where pregnancy prevents residents from transporting bins to the kerbside could suffer adverse impact</p>	<p>SEXUAL ORIENTATION N/a</p>

<p><u>(2) Cross cutting themes</u></p> <p>(a) Are your proposals likely to impact on social inequalities e.g. child poverty, geographically disadvantaged communities? If yes, please explain how?</p> <p>(b) Are your proposals likely to impact on a carer who looks after older people or people with disabilities? If yes, please explain how?</p>	<p>(a) There is no likely impact on social inequality</p> <p>(b) Carers who look after older people or people with disabilities may have difficulties in arranging for bins to be transported to the kerbside. In such instances, the assisted pull out scheme would enable support to such individuals.</p>
<p>(3) If there is an adverse impact, can this be justified?</p>	<p>Potential adverse affects will be mitigated by signposted those affected to the assisted pull out scheme.</p>
<p>(4) What actions are going to be taken to reduce or eliminate negative or adverse impact? (this should form part of your action plan under Stage 4.)</p>	<p>Residents with a disability will be supported through the assisted pull out scheme. https://www.rugby.gov.uk/forms/form/195/request_a_bin_pull-out_service</p>
<p>(5) How does the strategy/service/policy contribute to the promotion of equality? If not what can be done?</p>	<p>Residents have access to the same service irrespective of disability or pregnancy.</p>
<p>(6) How does the strategy/service/policy promote good relations between groups? If not what can be done?</p>	<p>n/a</p>
<p>(7) Are there any obvious barriers to accessing the service? If yes how can they be overcome?</p>	<p>n/a (previously addressed)</p>

Stage 4 – Action Planning, Review & Monitoring

If No Further Action is required then go to – Review & Monitoring

(1) Action Planning – Specify any changes or improvements that can be made to the service or policy to mitigate or eradicate negative or adverse impact on specific groups, including resource implications.

EqlA Action Plan

Action	Lead Officer	Date for completion	Resource requirements	Comments
Write to residents affected	Shaun Barnes	TBC	TBC	
Additional promotion of pull out scheme	Shaun Barnes	TBC	TBC	

(2) Review and Monitoring
State how and when you will monitor policy and Action Plan

Please annotate your policy with the following statement:

‘An Equality Impact Assessment on this policy was undertaken on (date of assessment) and will be reviewed on (insert review date).’

FEES AND CHARGES EFFECTIVE FROM 1ST APRIL 2019

	2019/20 Fees Including % Increase £	VAT Type	VAT Included	Increase Applied
GROWTH & INVESTMENT				
Rugby Art Gallery and Museum (RAGM)				
Floor One Gallery - for 2 weeks hire	122.40	VAT at 20%	Excluded	Yes
Public Liability Insurance administration fee (Floor One Gallery)	25.50	VAT Exempt	N/A	Yes
Children's workshops - 2 hours	8.20	VAT Exempt	N/A	Yes
Children's workshops - 10 - 4	20.40	VAT Exempt	N/A	Yes
Archaeological archive deposits, per box	306.00	VAT at 20%	Excluded	Yes
Loans boxes off site with facilitator	102.00	VAT at 20%	Excluded	Yes
All school 2 hour workshops led by an education facilitator	76.50	VAT Exempt	N/A	Yes
Centre supervisor to stay after hours (hourly rate)	40.80	VAT at 20%	Excluded	Yes
Historic loans box hire	5.10	VAT at 20%	N/A	Yes
Education Room 1 - hire charges				
Per hour	23.00	VAT Exempt	N/A	Yes
National Charities/Education	18.40	VAT Exempt	N/A	Yes
Local Groups/Charities/Education	16.10	VAT Exempt	N/A	Yes
Education Room 2 - hire charges				
Per hour	16.30	VAT Exempt	N/A	Yes
National Charities/Education	13.10	VAT Exempt	N/A	Yes
Local Groups/Charities/Education	11.40	VAT Exempt	N/A	Yes
Gallery Assistant (per hour)	30.60	VAT at 20%	Excluded	Yes
Rugby Open fee - single artwork	7.10	VAT at 20%	Excluded	Yes
Rugby Open fee - three artworks	18.40	VAT at 20%	Excluded	Yes
Rugby Open late collection of artwork fee	1 per day up to a maximum of £10.00 per work	VAT at 20%	Excluded	Yes
The Benn Hall				
Monday - Thursday per hour				
Main Hall	30.00	VAT Exempt	N/A	No
Rokeby Room	20.00	VAT Exempt	N/A	No
Bar	15.00	VAT Exempt	N/A	No
Whole Building	50.00	VAT Exempt	N/A	No
Friday - Sunday & Bank Holidays per hour				
Main Hall	60.00	VAT Exempt	N/A	No
Rokeby Room	35.00	VAT Exempt	N/A	No
Bar	20.00	VAT Exempt	N/A	No
Whole Building	100.00	VAT Exempt	N/A	No
Use of Kitchen Facilities for the provision of:-				
Tea/Coffee/Squash/Biscuits	35.00	VAT Exempt	N/A	No
Snacks and light catering per hour	15.00	VAT Exempt	N/A	No
All other catering per hour	20.00	VAT Exempt	N/A	No
NOTE:				
(a) Preparation time, if required, must be arranged at time of booking. Please note this cannot always be guaranteed.				
(b) Christmas Eve, New Year's Eve and New Year's Day will be charged at weekend rate.				
Sports and Recreation				
Use of Community Sports Coach	16.30	VAT Exempt	N/A	Yes
Use of a Play Ranger	16.30	VAT Exempt	N/A	Yes
Use of On Track Sports Leaders				
Schools (PPA/Lunch)	16.30	VAT Exempt	N/A	Yes
Sport Specific	20.40	VAT Exempt	N/A	Yes
Mentoring	20.40	VAT Exempt	N/A	Yes
Small Group Work	30.60	VAT Exempt	N/A	Yes
Youth Club	17.30	VAT out of Scope	N/A	Yes
Sport Leader Courses	30.60	VAT Exempt	N/A	Yes
Boxing Leader Courses	30.60	VAT Exempt	N/A	Yes

FEES AND CHARGES EFFECTIVE FROM 1ST APRIL 2019

	2019/20 Fees Including % Increase £	VAT Type	VAT Included	Increase Applied
Planning Services				
Plan Printing – Size A0 + (per copy)	8.20	VAT at 20%	Included	Yes
Size A0	6.10	VAT at 20%	Included	Yes
Size A1	4.10	VAT at 20%	Included	Yes
Size A2	2.00	VAT at 20%	Included	Yes
Size A3	1.00	VAT at 20%	Included	Yes
Size A4	1.00	VAT at 20%	Included	Yes
Planning Decision Notices (including appeal decisions) Per copy	15.30	VAT at 20%	Included	Yes
Miscellaneous Documentation				
First copy from each file	1.00	VAT at 20%	Included	Yes
Subsequent copies (black and white) per side	0.10	VAT at 20%	Included	Yes
Subsequent copies (colour) per side	0.20	VAT at 20%	Included	Yes
Core Strategy June 2011	Free		N/A	
Local Development Scheme	Free		N/A	
Supplementary Planning Documents				
Housing Needs SPD March 2012	Free		N/A	
Planning Obligations March 2012	Free		N/A	
Sustainable Design and Construction March 2012	Free		N/A	
Discharge of conditions				
Householder	34.00	VAT out of Scope	N/A	No
Other	116.00	VAT out of Scope	N/A	No
Building Control				
From 1st April 2015 regulatory activities will be undertaken by Warwick District Council as a shared partnership. Please visit www.warwickdc.gov.uk for further information.				
Land Charges				
Full Local Search LLC1 (no VAT) & Con29 (+VAT)	109.00	VAT at 20%	Included	No
Additional Questions	36.00	VAT at 20%	Included	No
Additional Parcels each	25.00	VAT at 20%	Included	No
LLC1 (search only)	84.00	VAT out of Scope	N/A	No
Con29	12.00	VAT at 20%	Included	No
Con29 O - Optional Enquiries, except ones listed below	14.40	VAT at 20%	Included	No
Con29 O - Optional Enquiry 22		VAT at 20%	Included	
Personal Search - free to view in reception		N/A	N/A	
Other CON29 questions				
Question 1.1 j, k, l	16.50	VAT at 20%	Included	No
Question 2	32.40	VAT at 20%	Included	No
Question 3.7	14.40	VAT at 20%	Included	No
Question 3.8	4.80	VAT at 20%	Included	No
Question 3.9	5.10	VAT at 20%	Included	No
Question 3.11	15.60	VAT at 20%	Included	No
Question 3.13	1.44	VAT at 20%	Included	No

FEES AND CHARGES EFFECTIVE FROM 1ST APRIL 2019

	2019/20 Fees Including % Increase £	VAT Type	VAT Included	Increase Applied
ENVIRONMENT & PUBLIC REALM				
Bereavement Services				
Adult rates apply to persons aged 18 or over				
Non-residents of Rugby are subject to double fees in respect of Exclusive Right of Burial and interment fees				
Rainsbrook Crematorium				
Cremation Fees inclusive of Organist fee, scattering fee & Environmental Levy				
Child - up to and including 17 years of age	no charge	VAT Exempt	N/A	No
Adult - service 9.00am - 4.45pm	820.00	VAT Exempt	N/A	Yes
Adult - no service 8.15am - 8.45am, 5.00pm - 5.30pm	550.00	VAT Exempt	N/A	No
Cremation of body parts (<i>Free of charge if we cremated deceased</i>)	200.00	VAT Exempt	N/A	No
Weekend Surcharge				
Saturday cremation 10.00am - 12 noon - strict rotation	550.00	VAT Exempt	N/A	No
Saturday interment of cremated remains (am only)	150.00	VAT Exempt	N/A	No
Saturday scattering of cremated remains (am only)	75.00	VAT Exempt	N/A	No
Scattering of ashes when cremation has taken place elsewhere	50.00	VAT Exempt	N/A	No
Supply of casket (with name plate)	60.00	VAT Exempt	N/A	No
Forwarding cremated remains by post (inland)	price on application	VAT at 20%	Included	N/A
Audio recording of services	50.00	VAT at 20%	Included	No
DVD recording of service	65.00	VAT at 20%	Included	No
Subsequent copies	40.00	VAT at 20%	Included	No
Slideshow / Visual Tribute	50.00	VAT at 20%	Included	No
Webcast	75.00	VAT at 20%	Included	No
Use of Rainsbrook Ceremony Room (no cremation or memorial service)	250.00	VAT Exempt	N/A	Yes
Bearer's fee (advance booking only)	20.00	VAT Exempt	N/A	No
Memorial flowers medium	40.00	VAT at 20%	Included	No
Memorial flowers large	60.00	VAT at 20%	Included	No
Late arrival / overrun per 15 minutes	250.00	VAT Exempt	Included	Yes
Book of Remembrance				
Two line entry	75.00	VAT at 20%	Included	No
Five line entry	125.00	VAT at 20%	Included	No
Five line entry with emblem	175.00	VAT at 20%	Included	No
Eight line entry	195.00	VAT at 20%	Included	No
Eight line entry with emblem	225.00	VAT at 20%	Included	No
Memorial Tree (Bronze Plaque only, 10 year lease)	395.00	VAT at 20%	Included	No
Memorial Barbican Plaque (5 year lease)	375.00	VAT at 20%	Included	No
Memorial Bench (Bronze Plaque only, 10 year lease)	250.00	VAT at 20%	Included	No
Desk Vase Tablet Package (50 year lease, inclusive price)	2,250.00	VAT Exempt	N/A	No
Memorial Kerb (5 year lease)	250.00	VAT at 20%	Included	No
Tree of Life (10 year lease)	450.00	VAT at 20%	Included	No
Memorial Boulder (10 year lease)	575.00	VAT at 20%	Included	No
Armed Forces Wall (Inclusive of Regimental Badge, perpetuity)	250.00	VAT at 20%	Included	No
Reservation fee: Granite Memorial Annual Charge for Space only	100.00	VAT at 20%	Included	No
Ruaby Borough Council Cemeteries				
Croop Hill Cemetery, Whinfield Cemetery, Watts Lane Cemetery, Clifton Road Cemetery				
Burial Charges				
Non-residents of Rugby are subject to double fees in respect of Exclusive Right of Burial and Interment fees				
Purchase of Exclusive Right of Burial for 50 years				
Adult's Plot	1,200.00	VAT out of Scope	N/A	No
Reservation Fee	500.00	VAT out of Scope	N/A	No
Adult's Plot - Watts Lane Green Burial area (single depth only)	1,200.00	VAT out of Scope	N/A	No
Reservation Fee	500.00	VAT out of Scope	N/A	No
Interment fees - preparation and backfilling of grave				
Babies & children up to 17yrs – all areas including Cloverleaf Memorial Garden	no charge	VAT out of Scope	N/A	No
Adult grave	800.00	VAT out of Scope	N/A	No
Stepped single grave - for burial without coffin	900.00	VAT out of Scope	N/A	No
Weekend surcharge - Saturday 9.30am to 12.00 noon (when agreed)	650.00	VAT out of Scope	N/A	No
Construction of vault	price on application	VAT out of Scope	N/A	No
Interment of Cremated Remains in a Cemetery				
Purchase of Exclusive Right of Burial for 50 yrs				
Cremation plot for 2 caskets (most plots are this size)	500.00	VAT out of Scope	N/A	No
Cremation plot for 3 caskets (1 available at Whinfield, March 2016)	600.00	VAT out of Scope	N/A	No
Cremation plot for 4 caskets (Croop Hill Cemetery plus 1 plot at Whinfield, March 2016)	700.00	VAT out of Scope	N/A	No
Reservation Fee	350.00	VAT out of Scope	N/A	No
Interment fees - preparation and backfilling of grave				
Babies and children up to 17 yrs – all areas including Cloverleaf Memorial Garden	no charge	VAT out of Scope	N/A	No
Adult - interment of cremated remains	350.00	VAT out of Scope	N/A	No
Adult - strewing of cremated remains under turf	200.00	VAT out of Scope	N/A	No
Scattering of ashes on the surface is not permitted				

FEES AND CHARGES EFFECTIVE FROM 1ST APRIL 2019

	2019/20 Fees Including % Increase £	VAT Type	VAT Included	Increase Applied
Rugby Borough Council Cemeteries				
Use of Cemetery Chapel at Watts Lane or Croop Hill Cemeteries	100.00	VAT out of Scope	N/A	No
Use of Rainsbrook Ceremony Room (no cremation)	225.00	VAT Exempt	N/A	No
Cemetery Memorial Tree with bronze plaque	275.00	VAT at 20%	Included	No
Cemetery Memorial Bench	price on application	VAT at 20%	N/A	No
Family History Search - Detailed genealogy research	25.00	VAT out of Scope	N/A	No
Exhumation	price on application	VAT out of Scope	N/A	No
Plaque on Whinfield Memorial Scrolls	150.00	VAT out of Scope	N/A	No
Plaque on Watts Lane Memorial Book	150.00	VAT out of Scope	N/A	No
Plaque on Child in Hand Memorial at Clifton Road	150.00	VAT out of Scope	N/A	No
Memorial Permit Fees				
Main Cemetery Areas (purchased graves only)				
Headstone (including any base slab) Up to 5'6" high x 3'0" wide x 1'6" deep	250.00	VAT out of Scope	N/A	No
Vase Up to 1'3" high and 1'0" diameter	150.00	VAT out of Scope	N/A	No
Plaque/tablet - Main Cemetery Section Up to 2'0" (h) x 2'6" (w) x 1'6" (d)				
Plaque/tablet - Whinfield Cremation Section Up to 2'0" (h) x 2'0" (w) x 2'0" (d)	150.00	VAT out of Scope	N/A	No
Plaque/tablet - Watts Lane Cremation Section Up to 2'0" (h) x 2'3" (w) x 2'0" (d)	150.00	VAT out of Scope	N/A	No
Plaque/tablet - Croop Hill Cremation Section Up to 1'6" (h) x 1'6" (w) x 3'0" (d)	150.00	VAT out of Scope	N/A	No
Added inscription to any memorial				
Replacement of existing memorial where no amendment to previous approval	150.00	VAT out of Scope	N/A	No
Kerbstones including headstone (where permitted)	Nil	N/A	N/A	No
Kerbstones only (where permitted)	450.00	VAT out of Scope	N/A	No
Oversized headstone	300.00	VAT out of Scope	N/A	No
	500.00	VAT out of Scope	N/A	No
Cloverleaf Memorial Garden				
Contact Bereavement Services 01788 533715				

FEES AND CHARGES EFFECTIVE FROM 1ST APRIL 2019

	2019/20 Fees Including % Increase £	VAT Type	VAT Included	Increase Applied
Pest Control				
	Pay in Advance	Pay by Invoice		
Domestic Pest Control				
Rats - up to 3 visits	31.00	51.00	VAT at 20%	Included Yes
Mice - up to 4 visits	66.00	87.00	VAT at 20%	Included Yes
Bedbugs - up to 2 visits	97.00	117.00	VAT at 20%	Included Yes
Fleas - up to 2 visits	77.00	97.00	VAT at 20%	Included Yes
Cockroaches - up to 3 visits	97.00	117.00	VAT at 20%	Included Yes
Wasps, Bees and Hornets - up to 2 visits				
General charge	56.00	77.00	VAT at 20%	Included Yes
Additional wasp nest (no concessions)	10.00	10.00	VAT at 20%	Included Yes
Commercial Pest Control				
Wasps (non contract)	82.00	102.00	VAT at 20%	Included Yes
Wasps (contract)	61.00	82.00	VAT at 20%	Included Yes
Additional wasp nests - £10.00				Included
	Advance payment for first visit	Pay per hour (charges per 30 mins thereafter)		
Bedbugs, fleas and cockroaches	41.00	102.00	VAT at 20%	Included Yes
Rats and Mice	41.00	97.00	VAT at 20%	Included Yes
Minimum charge 1 hour, charged per 30 minutes thereafter.				
Contracts (additional treatment over and above agreed contracts terms and conditions)				
Bedbugs, fleas and cockroaches	39.00	82.00	VAT at 20%	Included Yes
Rats and Mice	39.00	77.00	VAT at 20%	Included Yes
Miscellaneous				
Fumigation void premises	41.00	82.00	VAT at 20%	Included Yes
House clearance	41.00	51.00	VAT at 20%	Included Yes
Key collections (Rugby area only)	n/a	51.00	VAT at 20%	Included Yes
Reclamation of Stray Dogs				
Untagged				
First Offence		95.00	VAT out of Scope	N/A No
Subsequent Offence		110.00	VAT out of Scope	N/A No
Tagged				
First Offence		70.00	VAT out of Scope	N/A No
Subsequent Offence		90.00	VAT out of Scope	N/A No
Kennel costs (per day)		13.20	VAT at 20%	Included No
Note: A day includes part days and is applied from the day of acceptance into the kennel.				
Micro-chipping is a service provided by the Councils Stray Dog Kennels Provider at £15 per dog (inclusive of VAT)				
Drain Clearance (per drain)				
Office hours - domestic only (limited to 30 minutes only)		78.00	VAT at 20%	Excluded No
Concession Criteria - ONLY households in receipt of Housing Benefit or Council Tax Benefit EXCLUDING single person occupancy relief.				
Waste Collection				
Bulky Waste Collection - up to 3 items		26.00	VAT out of Scope	N/A Yes
Each Additional Item:				
Up to a maximum of 6		6.00	VAT out of Scope	N/A Yes
Over 6 household items or any number of garden items (sheds, play equipment)				
Cancellation Fee		3.50	VAT out of Scope	N/A No
Abandoned Vehicles - removal		105.00	VAT at 20%	Excluded No
Abandoned Vehicles - disposal		50.00	VAT at 20%	Excluded No

FEES AND CHARGES EFFECTIVE FROM 1ST APRIL 2019

	2019/20 Fees Including % Increase £	VAT Type	VAT Included	Increase Applied
Licences				
House to House Licence	Nil	VAT out of Scope	N/A	No
Pet Shops	155.00	VAT out of Scope	N/A	No
Animal Boarding Establishments	155.00	VAT out of Scope	N/A	No
Riding Establishments	375.00	VAT out of Scope	N/A	No
Breeding of Dogs	155.00	VAT out of Scope	N/A	No
Dangerous Wild Animals Act (excluding vet fees)	315.00	VAT out of Scope	N/A	No
Zoo Licence (excluding vet fees)	625.00	VAT out of Scope	N/A	No
Skin Piercing etc., Acupuncture, tattooing, electrolysis and ear piercing (per practitioner)	165.00	VAT out of Scope	N/A	No
Skin Piercing etc., Acupuncture, tattooing, electrolysis and ear piercing (temporary events e.g. conventions and guest tattooists. Limited to 2 weeks and only if registered with another local authority - proof required.)	40.00	VAT out of Scope	N/A	No
Ear piercing only (per practitioner)	85.00	VAT out of Scope	N/A	No
Food Premises Registration	Free	VAT out of Scope	N/A	No
Street Traders Licence (per pitch per day - issued by Rugby First)	32.00	VAT out of Scope	N/A	No
Sex Establishment Licence	4,700.00	VAT out of Scope	N/A	No
Hypnotism	100.00	VAT out of Scope	N/A	No
Note: all animal licenses may be subject to further vet fees in accordance with the relevant legislation. All fees stated exclude vet fees, except horse riding establishments and then only for annual inspection.				
Pollution Prevention and Control				
The fee charging regime for these industries will change with effect from 1st April. The charging regime is set by Government annually. The new regime is risk based and full details are available on request or can be found at www.defra.gov.uk/environment/ppc/localauth/fees-risk/fees.htm				
Lotteries and Amusement				
Initial	40.00	VAT out of Scope	N/A	No
Renewal	20.00	VAT out of Scope	N/A	No
Licensing Act 2003				
Main Application Fee - per Rateable Band				
Band A	100.00	VAT out of Scope	N/A	No
Band B	190.00	VAT out of Scope	N/A	No
Band C	315.00	VAT out of Scope	N/A	No
Band D	450.00	VAT out of Scope	N/A	No
Band E	635.00	VAT out of Scope	N/A	No
Band D X (2)	900.00	VAT out of Scope	N/A	No
Band E X (3)	1,905.00	VAT out of Scope	N/A	No
Main Annual Charge				
Band A	70.00	VAT out of Scope	N/A	No
Band B	180.00	VAT out of Scope	N/A	No
Band C	295.00	VAT out of Scope	N/A	No
Band D	320.00	VAT out of Scope	N/A	No
Band E	350.00	VAT out of Scope	N/A	No
Band D X (2)	640.00	VAT out of Scope	N/A	No
Band E X (3)	1,050.00	VAT out of Scope	N/A	No
Variation				
Band A	100.00	VAT out of Scope	N/A	No
Band B	190.00	VAT out of Scope	N/A	No
Band C	315.00	VAT out of Scope	N/A	No
Band D	450.00	VAT out of Scope	N/A	No
Band E	635.00	VAT out of Scope	N/A	No
Personal Licences, Temporary Events and Other Fees				
Application for a grant or renewal of personal licence	37.00	VAT out of Scope	N/A	No
Temporary event notice	21.00	VAT out of Scope	N/A	No
Theft, loss etc. of premises licence or summary	10.50	VAT out of Scope	N/A	No
Application for a provisional statement where premises being built etc.	Varies	VAT out of Scope	N/A	No
Notification of change of name or address	10.50	VAT out of Scope	N/A	No
Application to vary licence to specify individual as premises supervisor	23.00	VAT out of Scope	N/A	No
Application for transfer of premises licence	23.00	VAT out of Scope	N/A	No
Theft, loss etc. of certificate or summary	10.50	VAT out of Scope	N/A	No
Notification of change of name alteration of rules of club	10.50	VAT out of Scope	N/A	No
Change of relevant registered address of club	10.50	VAT out of Scope	N/A	No
Theft, loss etc. of temporary event notice	10.50	VAT out of Scope	N/A	No
Theft, loss etc. of personal licence	10.50	VAT out of Scope	N/A	No
Duty to notify change of name or address	10.50	VAT out of Scope	N/A	No
Right of freeholder etc. to be notified of licensing matters	21.00	VAT out of Scope	N/A	No
Interim Authority notice following death etc. of licence holder	23.00	VAT out of Scope	N/A	No
Fees for Scrap Metal Dealers Act 2013 scrap metal licence applications and incidental costs				
Scrap metal dealer site licence application fee	350.00	VAT out of Scope	N/A	No
Scrap metal dealer site licence renewal fee	250.00	VAT out of Scope	N/A	No
Scrap metal dealer site licence variation fee	90.00	VAT out of Scope	N/A	No
Scrap metal dealer collector licence fee	250.00	VAT out of Scope	N/A	No
Scrap metal dealer collector renewal fee	230.00	VAT out of Scope	N/A	No
Scrap metal dealer collector variation fee	90.00	VAT out of Scope	N/A	No
Replacement licence	30.00	VAT out of Scope	N/A	No

FEES AND CHARGES EFFECTIVE FROM 1ST APRIL 2019

	2019/20 Fees Including % Increase £	VAT Type	VAT Included	Increase Applied
Licences				
Fees for Mobile Homes Act 2013 licence applications and incidental costs				
Application	250.00			No
Annual fee 2 to 10 residential units	150.00	VAT out of Scope	N/A	No
Annual fee 11 to 30 residential units	220.00	VAT out of Scope	N/A	No
Annual fee 31+ residential units	300.00	VAT out of Scope	N/A	No
Compliance notice	335.00	VAT out of Scope	N/A	No
Transfer of licence	72.00	VAT out of Scope	N/A	No
Variation of licence	215.00	VAT out of Scope	N/A	No
Fees only apply to relevant mobile homes sites. If exempt, licence fee £nil, no annual fee, compliance notices do not apply and transfer or variation fees £nil.				
Gambling Act permit fees				
Licensed premises gaming machines permits:				
Grant	150.00	VAT out of Scope	N/A	No
Existing operator grant	100.00	VAT out of Scope	N/A	No
Variation	100.00	VAT out of Scope	N/A	No
Transfer	25.00	VAT out of Scope	N/A	No
Annual fee	50.00	VAT out of Scope	N/A	No
Change of name	25.00	VAT out of Scope	N/A	No
Copy of permit	15.00	VAT out of Scope	N/A	No
Licensed premises automatic notification process				
On Notification	50.00	VAT out of Scope	N/A	No
Club gaming permits				
Grant	200.00	VAT out of Scope	N/A	No
Grant (club premises certificate holder)	100.00	VAT out of Scope	N/A	No
Existing operator grant	100.00	VAT out of Scope	N/A	No
Variation	100.00	VAT out of Scope	N/A	No
Renewal	200.00	VAT out of Scope	N/A	No
Renewal (club premises certificate holder)	100.00	VAT out of Scope	N/A	No
Annual fee	50.00	VAT out of Scope	N/A	No
Copy of permit	15.00	VAT out of Scope	N/A	No
Club machine permits				
Grant	200.00	VAT out of Scope	N/A	No
Grant (club premises certificate holder)	100.00	VAT out of Scope	N/A	No
Existing operator grant	100.00	VAT out of Scope	N/A	No
Variation	100.00	VAT out of Scope	N/A	No
Renewal	200.00	VAT out of Scope	N/A	No
Renewal (club premises certificate holder)	100.00	VAT out of Scope	N/A	No
Annual fee	50.00	VAT out of Scope	N/A	No
Copy of permit	15.00	VAT out of Scope	N/A	No
Family entertainment centre gaming machine permits				
Grant	300.00	VAT out of Scope	N/A	No
Renewal	300.00	VAT out of Scope	N/A	No
Existing operator grant	100.00	VAT out of Scope	N/A	No
Change of name	25.00	VAT out of Scope	N/A	No
Copy of permit	15.00	VAT out of Scope	N/A	No
Prize gaming permits				
Grant	300.00	VAT out of Scope	N/A	No
Renewal	300.00	VAT out of Scope	N/A	No
Existing operator grant	100.00	VAT out of Scope	N/A	No
Change of name	25.00	VAT out of Scope	N/A	No
Copy of permit	15.00	VAT out of Scope	N/A	No
Gambling Act licences				
Converted Casino:				
Non-conversion provisional statement	0.00	VAT out of Scope	N/A	No
Non-conversion application	0.00	VAT out of Scope	N/A	No
1st Annual fee	2,400.00	VAT out of Scope	N/A	No
Annual fee	2,400.00	VAT out of Scope	N/A	No
Vary licence	1,600.00	VAT out of Scope	N/A	No
Transfer licence	1,080.00	VAT out of Scope	N/A	No
Reinstatement of licence	1,080.00	VAT out of Scope	N/A	No
Provisional	0.00	VAT out of Scope	N/A	No
Bingo				
Non conversion provisional statement	960.00	VAT out of Scope	N/A	No
Non conversion application	2,800.00	VAT out of Scope	N/A	No
1st annual fee	800.00	VAT out of Scope	N/A	No
Annual fee	800.00	VAT out of Scope	N/A	No
Vary Licence	1,400.00	VAT out of Scope	N/A	No
Transfer Licence	960.00	VAT out of Scope	N/A	No
Reinstatement of licence	960.00	VAT out of Scope	N/A	No
Provisional	2,800.00	VAT out of Scope	N/A	No

FEES AND CHARGES EFFECTIVE FROM 1ST APRIL 2019

	2019/20 Fees Including % Increase £	VAT Type	VAT Included	Increase Applied
Gambling Act Permit Fees				
Adult Gaming Centre				
Non conversion provisional statement	960.00	VAT out of Scope	N/A	No
Non conversion application	1,600.00	VAT out of Scope	N/A	No
1st annual fee	800.00	VAT out of Scope	N/A	No
Annual fee	800.00	VAT out of Scope	N/A	No
Vary licence	800.00	VAT out of Scope	N/A	No
Transfer licence	960.00	VAT out of Scope	N/A	No
Reinstatement of licence	960.00	VAT out of Scope	N/A	No
Provisional	1,600.00	VAT out of Scope	N/A	No
Track betting				
Non conversion provisional statement	790.00	VAT out of Scope	N/A	No
Non conversion application	2,050.00	VAT out of Scope	N/A	No
1st annual fee	830.00	VAT out of Scope	N/A	No
Annual fee	830.00	VAT out of Scope	N/A	No
Vary licence	1,050.00	VAT out of Scope	N/A	No
Transfer Licence	790.00	VAT out of Scope	N/A	No
Reinstatement of licence	790.00	VAT out of Scope	N/A	No
Provisional	2,100.00	VAT out of Scope	N/A	No
Betting (other)				
Non conversion provisional statement	1,000.00	VAT out of Scope	N/A	No
Non conversion application	2,500.00	VAT out of Scope	N/A	No
1st annual fee	500.00	VAT out of Scope	N/A	No
Annual fee	500.00	VAT out of Scope	N/A	No
Vary licence	1,250.00	VAT out of Scope	N/A	No
Transfer licence	1,000.00	VAT out of Scope	N/A	No
Re-instatement of licence	1,000.00	VAT out of Scope	N/A	No
Provisional	2,500.00	VAT out of Scope	N/A	No
Family Entertainment Centre				
Non conversion provisional statement	790.00	VAT out of Scope	N/A	No
Non conversion application	1,650.00	VAT out of Scope	N/A	No
1st annual fee	625.00	VAT out of Scope	N/A	No
Annual fee	625.00	VAT out of Scope	N/A	No
Vary licence	830.00	VAT out of Scope	N/A	No
Transfer licence	790.00	VAT out of Scope	N/A	No
Re-instatement of licence	790.00	VAT out of Scope	N/A	No
Provisional	1,650.00	VAT out of Scope	N/A	No
Temporary Use Notices	500.00	VAT out of Scope	N/A	No
Copy of Licences	25.00	VAT out of Scope	N/A	No
Notification of Change of Licence	50.00	VAT out of Scope	N/A	No
Hackney Carriages				
Vehicle Licence	145.00	VAT out of Scope	N/A	No
Transfer of Vehicle Licence	12.50	VAT out of Scope	N/A	No
Vehicle Stripes (per strip)	2.00	VAT out of Scope	N/A	No
Chequered Stripes (per set)	20.00	VAT out of Scope	N/A	No
Replacement Plates	34.00	VAT out of Scope	N/A	No
DBS checks	44.00	VAT out of Scope	N/A	No
Comprehension Test	10.00	VAT out of Scope	N/A	No
Knowledge Test	30.00	VAT out of Scope	N/A	No
Vehicle Safety Check (Carried out by Rugby Borough Council Work Services)	40.00	VAT out of Scope	N/A	No
Private Hire Vehicles				
Vehicle Licence	145.00	VAT out of Scope	N/A	No
Operator's Licence:				
New Applications (valid for 5 years):				
1-4 Vehicles	380.00	VAT out of Scope	N/A	No
5-10 Vehicles	680.00	VAT out of Scope	N/A	No
10 or more Vehicles	974.00	VAT out of Scope	N/A	No
Application Renewal (valid for 5 years)				
1-4 Vehicles	344.00	VAT out of Scope	N/A	No
5-10 Vehicles	642.00	VAT out of Scope	N/A	No
10 or more Vehicles	940.00	VAT out of Scope	N/A	No
Driver's Licence - Dual Hackney and PHV Licence:				
New Application (Valid for 3 years)	370.00	VAT out of Scope	N/A	No
Application Renewal (Valid for 3 years)	220.00	VAT out of Scope	N/A	No
Transfer of Vehicle Licence	12.50	VAT out of Scope	N/A	No
Replacement Plates	34.00	VAT out of Scope	N/A	No
Comprehension Test	10.00	VAT out of Scope	N/A	No
Knowledge Test	30.00	VAT out of Scope	N/A	No
Vehicle Safety Check (Carried out by Rugby Borough Council Work Services)	40.00	VAT out of Scope	N/A	No
All Licences are outside the scope of VAT				

FEES AND CHARGES EFFECTIVE FROM 1ST APRIL 2019

	2019/20 Fees Including % Increase £	VAT Type	VAT Included	Increase Applied
Car Parks and Parking				
Off Street Parking				
John Barford Car Park				
Up to 3 hours	1.00	VAT at 20%	Included	No
Up to 5 hours	2.50	VAT at 20%	Included	No
Up to 11 hours	5.00	VAT at 20%	Included	No
Sunday	1.00	VAT at 20%	Included	No
Railway Terrace/Gas Street/Old Market Place				
Up to 3 hours	1.00	VAT at 20%	Included	No
Up to 5 hours	4.00	VAT at 20%	Included	No
Up to 11 hours	10.00	VAT at 20%	Included	No
Sunday	Free	VAT at 20%	Included	No
Chestnut Field/North Street/Little Church Street/Evreux Way				
Up to 2 hours	1.00	VAT at 20%	Included	No
Up to 3 hours	1.30	VAT at 20%	Included	No
Sunday	1.00	VAT at 20%	Included	No
Westway				
Up to 5 hours	2.50	VAT at 20%	Included	No
Up to 11 hours	5.00	VAT at 20%	Included	No
Sunday	Free	VAT at 20%	Included	No
Newbold Road				
Up to 3 hours	1.00	VAT at 20%	Included	No
Up to 5 hours (weekdays only)	4.00	VAT at 20%	Included	No
Up to 11 hours	10.00	VAT at 20%	Included	No
Saturday up to 11 hours	3.00	VAT at 20%	Included	No
Sunday	Free	VAT at 20%	Included	No
Penalty Charges				
Penalty charge	50.00 or 70.00	VAT out of Scope	Excluded	No
Penalty charge if paid within 14 days	25.00 or 35.00	VAT out of Scope	Excluded	No
Season Tickets - Day Passes				
John Barford/Westway				
3 months	120.00	VAT at 20%	Included	No
6 months	215.00	VAT at 20%	Included	No
9 months	400.00	VAT at 20%	Included	No
Railway Terrace/Gas Street/Old Market Place				
3 months	180.00	VAT at 20%	Included	No
6 months	325.00	VAT at 20%	Included	No
9 months	615.00	VAT at 20%	Included	No
Season Tickets - Town Centre Residents Night Passes				
Railway Terrace/Gas Street/Old Market Place/Westway				
3 months	100.00	VAT at 20%	Included	No
6 months	180.00	VAT at 20%	Included	No
9 months	340.00	VAT at 20%	Included	No
Other Charges				
Vehicles over 3 tonnes/Coaches	Not Permitted	VAT at 20%	Included	No
Caravan/trailers and towing vehicles used for exhibitions, trade etc. (per space)	10.00	VAT at 20%	Included	No

FEES AND CHARGES EFFECTIVE FROM 1ST APRIL 2019

	2019/20 Fees Including % Increase £		VAT Type	VAT Included	Increase Applied
Enforcement Charges					
Fixed Penalty Fines					
The Council has, where possible, determined to set its own level of fines within the standard range of penalties. The general formula is adopted to set the default penalty level to be the maximum possible within the range for that offence. However, this penalty is DISCOUNTED to the minimum penalty possible within the range, IF the penalty is paid within 10 days in the case of Public Space Protection Orders and Fly tipping, and 7 days for all other listed offences.					
	Fixed Penalty	Maximum	Discount		
Depositing Litter	80.00	2,500.00	50.00	VAT out of Scope	N/A No
Graffiti and fly posting	80.00	2,500.00	50.00	VAT out of Scope	N/A No
Nuisance parking	100.00	2,500.00	60.00	VAT out of Scope	N/A No
Fly tipping	400.00	Unlimited	300.00	VAT out of Scope	N/A No
Exposing vehicles for sale on a road	100.00	2,500.00	No discount	VAT out of Scope	N/A No
Repairing vehicles on a road	100.00	2,500.00	No discount	VAT out of Scope	N/A No
Abandoning a vehicle	200.00	2,500.00	120.00	VAT out of Scope	N/A No
Unauthorised distribution of free printed matter	80.00	2,500.00	50.00	VAT out of Scope	N/A No
Failure to furnish documentation (Waste Carriers Licence)	300.00	Unlimited	No discount	VAT out of Scope	N/A No
Failure to produce authority (Waste Transfer Note)	300.00	Unlimited	No discount	VAT out of Scope	N/A No
Failure to comply with a Public Space Protection Order	100.00	2,500.00	75.00	VAT out of Scope	N/A No
Failure to comply with a Community Protection Notice (Individual)	100.00	2,500.00	No discount	VAT out of Scope	N/A No
Failure to comply with a Community Protection Notice (Business)	100.00	Unlimited	No discount	VAT out of Scope	N/A No
Cycling on a foot path	30.00	500.00	No discount	VAT out of Scope	N/A No
Failure to comply with noise warning notice (licenced)	500.00	Unlimited	No discount	VAT out of Scope	N/A No
Failure to comply with a Public Space Protection Order (Dogs)	100.00	1,000.00	50.00	VAT out of Scope	N/A No
Landlords					
Implementation of the Smoke and Carbon Monoxide Alarm (England) Regulations 2015 on 1st April 2015 will result in penalty charges being issued against landlords where they have breached their legal duties in relation to offences under the regulations which require landlords to provide smoke alarms and carbon monoxide alarms in rented properties:					
	Charges Imposed	If Paid Within 14 Days			
First Offence	1,000.00	750.00	VAT out of Scope	N/A	No
Second Offence	2,000.00	n/a	VAT out of Scope	N/A	No
Third Offence (and all Consequent Offences)	5,000.00	n/a	VAT out of Scope	N/A	No
Officer Rates					
For reclaiming officer costs when investigating matters that result in a legal proceeding being instituted etc.					
Category A - salary grade D and below		46.00	VAT out of Scope	N/A	Yes
Category B - salary grade E to F		61.00	VAT out of Scope	N/A	Yes
Category C - salary grade G		77.00	VAT out of Scope	N/A	Yes
Category D - Heads of Service or above		92.00	VAT out of Scope	N/A	Yes
Administration charges for works in default etc.:					
For each property or person responsible, minimum fee to apply until hourly rate and associated costs exceed this figure					
		56.00	VAT out of Scope	N/A	Yes
Any associated letters, reports etc.					
		12.00	VAT out of Scope	N/A	Yes
Officers statement for solicitors (minimum 1 hour)					
		Officer rates	VAT out of Scope	N/A	Yes
Mileage charged at current casual user rates					
Note: Fees and Charges marked with an asterisk "*" are set by national legislation and will be amended as and when specified charges are amended					
Complete copies of list of Registered Food Premises					
		320.00	VAT out of Scope	N/A	No
Partial copies of the list of Registered Food Premises					
		£30 + £3 per entry	VAT out of Scope	N/A	No
Printed copies of Air Quality Assessment Reports etc					
		50.00	VAT out of Scope	N/A	No
Copies of or from other Public Registers:					
Complete premises files (printed, plus photocopying charge)					
		40.00	VAT out of Scope	N/A	No
Partial extracts form premises file (per request, plus copying)					
		20.00	VAT out of Scope	N/A	No
Information may be available in an electronic format. Prices available on request.					

FEES AND CHARGES EFFECTIVE FROM 1ST APRIL 2019

	2019/20 Fees Including % Increase £	VAT Type	VAT Included	Increase Applied
Parks				
Caldecott Park - to be fixed with the café leaseholder	£			
Special Events on Parks and Open Spaces				
Sports Tournaments	Price On Application	VAT Exempt	N/A	N/A
Charitable Events	No Charge	N/A	N/A	No
Dog Shows - per opening day	295.00	VAT Exempt	N/A	Yes
Fairs/Circuses - per operating day	395.00	VAT Exempt	N/A	Yes
Fairs/Circuses - per setting up day	110.00	VAT Exempt	N/A	Yes
Returnable deposit for new fair/circus operator	310.00	VAT Exempt	N/A	Yes
Commercial Events	395.00	VAT Exempt	N/A	Yes
Filming rights (per day)	210.00	VAT Exempt	N/A	Yes
Ice Cream Licence	Price on application	VAT at 20%	N/A	N/A
Sports Pitches				
SPORTS PITCHES ARE HIRED PER SESSION (not including time spent changing)				
All hirers must provide evidence of Public Liability insurance of £5 million and sign the current Terms and Condition of Hire				
Matches must be completed by 9pm Monday to Saturday and by 6pm on Sunday				
Rugby Football: 1 session is deemed to last up to 100 minutes				
Football: 1 session is deemed to last up to 120 minutes				
Cricket: 1 session is deemed to last up to 4 hours				
Changing Facilities: where booked will be charged per pitch session as above				
This is an unattended service provided to specific clubs/teams by prior agreement.				
An attended service is available for a casual booking - additional charge payable				
Where an all day booking is made, morning is deemed to be one session, afternoon one session and evening one session. Each session will be charged as detailed.				
	Normal £	Exempt £		
Senior pitch hire				
Football, Rugby, Cricket, Gaelic Football	40.00	33.00	VAT Exempt	No
Intermediate pitch hire				
Football	31.00	26.00	VAT Exempt	No
Junior pitch hire				
Football, Rugby	20.00	17.00	VAT Exempt	No
Mini pitch hire				
Football	15.00	12.50	VAT Exempt	No
UNAUTHORISED USE OF FACILITIES - DOUBLE FEE PAYABLE				
Training (per training session)	10.00	10.00	VAT Exempt	No
Changing Rooms (subject to change as facilities are refurbished)				
Charged per session as above. Changing rooms are opened as for Football/Cricket, 30 minutes before kick-off, Rugby/Gaelic 60 minutes before kick-off and early opening - price on application.				
Unattended regular use through the season on specified number of occasions (minimum 10)				
Seniors £22 per room per occasion (no refunds unless cancelled by Council)		22.00	VAT Exempt	N/A
Juniors £15 per room per occasion (no refunds unless cancelled by Council)		15.00	VAT Exempt	N/A
Juniors				
Weekly access to toilets only - £200 VAT Exempt for season (dates as agreed)				
Unattended casual use (less than 10 occasions)				
Seniors £18.00 per room per occasion		18.00	VAT at 20%	Included
Juniors £12.50 per room per occasion		12.50	VAT at 20%	Included
Attended Service				
Additional £25 payable		Additional £25 payable	VAT Exempt	No
Late Booking Charges				
Each Pitch (Including VAT)		10.00	VAT at 20%	Included
Changing room(s) (plus VAT as appropriate)		10.00	VAT at 20%	Excluded
Professional Trainers				
		10.00	VAT Exempt	N/A

FEES AND CHARGES EFFECTIVE FROM 1ST APRIL 2019

	2019/20 Fees Including % Increase £	VAT Type	VAT Included	Increase Applied
Housing				
Private Housing Inspection and Assessment for Immigration and other purposes	120.00	VAT out of Scope	N/A	No
House in Multiple Occupation Licence fee:				
Where Landlord approaches Council	650.00	VAT out of Scope	N/A	No
Where Landlord is found to be running an unlicensed HMO	900.00	VAT out of Scope	N/A	No
Renewal of an HMO Licence	493.00	VAT out of Scope	N/A	No
Copy of Licence	15.00	VAT out of Scope	N/A	No
Variation of Licence	110.00	VAT out of Scope	N/A	No
Revoking licence	110.00	VAT out of Scope	N/A	No
Service of Hazard awareness notice	0.00	VAT out of Scope	N/A	No
Service of formal notice/order.	500.00	VAT out of Scope	N/A	No
Additional notices/orders for multiple hazards	25.00	VAT out of Scope	N/A	No
DBS check	44.00	VAT out of Scope	N/A	No
Public Registers and other information				
All public registers can be viewed in person free of charge and attempts are being made to make some or all of these available on the internet.				
Contaminated land and pollution searches:	price on application	VAT out of Scope	N/A	No
Complete copies of list of Registered Food Premises	320.00	VAT out of Scope	N/A	No
Partial copies of the list of Registered Food Premises	£30 + £3 per entry	VAT out of Scope	N/A	No
Printed copies of Air Quality Assessment Reports etc.	50.00	VAT out of Scope	N/A	No
Copies of or from other Public Registers:				
Complete premises files (printed, plus photocopying charge)	40.00	VAT out of Scope	N/A	No
Partial extracts form premises file (per request, plus copying)	20.00	VAT out of Scope	N/A	No
Information may be available in an electronic format. Prices available on request.				

FEES AND CHARGES EFFECTIVE FROM 1ST APRIL 2019

	2019/20 Fees Including % Increase £	VAT Type	VAT Included	Increase Applied
CORPORATE RESOURCES				
Legal Services				
S106/Unilateral Agreements*	61.20	VAT at 20%	Included	Yes
Supplemental/Deed of Variation/TPOs*	30.60	VAT at 20%	Included	Yes
Ex-Council House Consent	61.20	VAT at 20%	Included	Yes
Ex-Council House Consent: Retrospective	91.80	VAT at 20%	Included	Yes
Leases/Shared Ownership (per copy)	61.20	VAT at 20%	Included	Yes
Enforcement Notices	18.40	VAT at 20%	Included	Yes
Smoke Control Orders	30.60	VAT at 20%	Included	Yes
* Standard turnaround for copies is 1-3 working days. However, if any of the above documents require expediting straight away, an additional £30.00 is added to each.				
EXECUTIVE DIRECTOR				
Electoral Register				
The Open Electoral Register can be purchased in either data or paper form:-				
Fee for data copy £20.00 plus £1.50 for every 1,000 entries or part thereof purchased			VAT out of Scope	
Fee for paper copy £10.00 plus £5.00 for every 1,000 entries or part thereof purchased			VAT out of Scope	
Freedom of Information Request				
Freedom of Information and Environmental Information Regulation requests are charged for in just two cases:-				
<ul style="list-style-type: none"> - where the cost of answering the enquiry goes over £450; and - where there are costs for preparing the information e.g. printing, photocopying, postage, providing information in other formats (CD-Rom, audio cassette, translation) 				
The time spent dealing with the above is calculated at £25 per hour.	25.00	VAT out of Scope	N/A	No
With the majority of requests the costs will be less than £450 and we will make no charge for the work involved.				
If however, the cost of dealing with your request goes over £450 we will contact you to discuss the information you have requested and the cost of providing it. If you still want the information in a format that is going to take the cost over that limit, then we will charge you the full amount.				
<ul style="list-style-type: none"> - Photocopying or printing material; - Postage; - Producing material in a different format when requested e.g. CD Rom, audio cassette; - Providing extracts of databases; - Translating the material into a different language where requested; - Allowing you to reasonable time to inspect a record containing the information (FOI only); - 10p per A4 sheet for printing or photocopying, black and white; - 20p per A3 sheet for printing of photocopying, black and white; - 92p per A4 sheet for printing or photocopying, colour; - £1.24 per A3 sheet for printing or photocopying, colour; - Postage costs - documents will be sent by second class mail unless specified otherwise; - Any costs involving staff time will be charged at £25 per hour. 				
We can charge for these costs in all cases, whether or not we can also charge for the prescribed costs.				

AGENDA MANAGEMENT SHEET

Report Title: Council Tax Reduction Scheme 2019/2020

Name of Committee: Cabinet

Date of Meeting: 7 January 2019

Report Director: Head of Corporate Resources and CFO

Portfolio: Corporate Resources

Ward Relevance: All

Prior Consultation: Head of Communities and Homes
Head of Corporate Resources and CFO

Contact Officer: David Wortley, Community Advice and Support
Manager, 01788 533440

Public or Private: Public

Report Subject to Call-In: No

Report En-Bloc: No

Forward Plan: Yes

Corporate Priorities: This report relates to the following priority(ies):

(CR) Corporate Resources To provide excellent, value for money services and sustainable growth

(CH) Communities and Homes Achieve financial self-sufficiency by 2020

(EPR) Environment and Public Realm Enable our residents to live healthy, independent lives

(GI) Growth and Investment Optimise income and identify new revenue opportunities (CR)

Prioritise use of resources to meet changing customer needs and demands (CR)

Ensure that the council works efficiently and effectively (CR)

Ensure residents have a home that works for them and is affordable (CH)

Deliver digitally-enabled services that residents can access (CH)

Understand our communities and enable people to take an active part in them (CH)

Enhance our local, open spaces to make them places where people want to be (EPR)

- Continue to improve the efficiency of our waste and recycling services (EPR)
- Protect the public (EPR)
- Promote sustainable growth and economic prosperity (GI)
- Promote and grow Rugby's visitor economy with our partners (GI)
- Encourage healthy and active lifestyles to improve wellbeing within the borough (GI)
- This report does not specifically relate to any Council priorities but

Statutory/Policy Background:	The Local Government Finance Bill 2012
Summary:	To recommended to Council the adoption of a Council Tax Reduction Scheme for 2019/2020
Financial Implications:	Funding for the provision of a Local Council Tax Reduction Scheme is no longer separately identified within the Revenue Support Grant. The cost of awards are met by the major preceptors, however the cost of administering a scheme is borne by Rugby Borough Council.
Risk Management Implications:	There is a statutory requirement to adopt a Local Council Tax Reduction Scheme
Environmental Implications:	There are no environmental implications for this report
Legal Implications:	The Council is required to adopt a Local Council Tax Reduction Scheme for the financial year 2019/2020 by 11 th March 2019
Equality and Diversity:	The current Equality Impact Assessment has been reviewed
Options:	<ol style="list-style-type: none"> 1. Recommend Full Council to approve the proposed scheme. 2. Reject the proposed scheme and subject any amendments to public consultation.
Recommendation:	IT BE RECOMMENDED TO COUNCIL THAT the Council Tax Reduction Scheme for 2018/2019 be adopted as the Council's Local Council Tax Reduction Scheme for 2019/2020
Reasons for Recommendation:	To enable the Council to deliver a Council Tax Reduction Scheme for 2019/2020

Cabinet - 7 January 2019

Council Tax Reduction Scheme 2019/2020

Public Report of the Head of Corporate Resources and CFO

Recommendation

IT BE RECOMMENDED TO COUNCIL THAT the Council Tax Reduction Scheme for 2018/2019 be adopted as the Council's Local Council Tax Reduction Scheme for 2019/2020

1. Background

- 1.1 The Local Government Finance Bill 2012 requires Councils to design and implement a Local Council Tax Reduction scheme for 2019/2020 by 11th March 2019.
- 1.2 The scheme only impacts customers who are of working age. Council Tax Reduction for customers of pensionable age is calculated in accordance with a national scheme and therefore not affected by proposals contained in this report.
- 1.3 Rugby Borough Council, as the Billing Authority, takes the lead in designing and implementing the local scheme but is required to consult with major precepting authorities (i.e. Warwickshire County Council and Warwickshire Police and Crime Commission), if any changes are proposed to a scheme.

2. Review of the Scheme for 2018/2019

- 2.1 The main issue encountered is due to the rollout of Universal Credit. For those customers who are working and in receipt of Universal Credit, their entitlement can change on a monthly basis. This in turn leads to a reassessment of their entitlement to Council Tax Reduction and in turn this changes the amount of Council Tax Reduction due, and the amount of Council Tax to be paid. For those customers paying Council Tax by direct debit this can result in monthly payments being missed due to the length of time that a customer must be given of a change to their direct debit.
- 2.2 For all customers the scheme is complex and administratively burdensome to the Council.
- 2.3 However it is felt that minor adjustments to the scheme would not assist with the issues being encountered and a full redesign of the scheme is required.

3. Proposed Scheme for 2019/2020

- 2.1 It is proposed to carry forward the current scheme for 2018/2019 without any amendment.

4. Review of the Scheme for 2020/2021

- 4.1 The Council is working in partnership with the other District and Borough Councils across Warwickshire to create a new scheme that will address the issues being experienced.
- 4.2 A report on the draft scheme for 2020/2021 will be submitted to Cabinet in the Spring of 2019, prior to public consultation.

5. Equality Impact Assessment

- 5.1 The Equality Impact Assessment prepared in November 2017 has been reviewed but no changes are required.

Name of Meeting: Cabinet
Date of Meeting: 7 January 2019
Subject Matter: Council Tax Reduction Scheme 2019/2020
Originating Department: Communities and Homes

DO ANY BACKGROUND PAPERS APPLY YES NO

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A

AGENDA MANAGEMENT SHEET

Report Title: Draft Housing Revenue Account Capital & Revenue Budgets 2019/20 and Medium Term Financial Plan 2019-23

Name of Committee: Cabinet

Date of Meeting: 7 January 2019

Report Director: Head of Corporate Resources and CFO and Head of Communities and Homes

Portfolio: Communities and Homes and Corporate Resources

Ward Relevance: ALL

Prior Consultation: Draft Housing Revenue Account Capital & Revenue Budgets 2019/20 and Medium Term Financial Plan 2019-23 Cabinet 5 Nov 2018

Contact Officer: Mannie Ketley, Head of Corporate Resources and Chief Financial Officer 01788 533416
Raj Chand, Head of Communities and Homes 01788 533737

Public or Private: Public

Report Subject to Call-In: Yes

Report En-Bloc: No

Forward Plan: Yes

Corporate Priorities: This report relates to the following priority(ies):

(CR) Corporate Resources To provide excellent, value for money services and sustainable growth

(CH) Communities and Homes Achieve financial self-sufficiency by 2020

(EPR) Environment and Public Realm Enable our residents to live healthy, independent lives

(GI) Growth and Investment Optimise income and identify new revenue opportunities (CR)

Prioritise use of resources to meet changing customer needs and demands (CR)

Ensure that the council works efficiently and effectively (CR)

Ensure residents have a home that works for them and is affordable (CH)

- Deliver digitally-enabled services that residents can access (CH)
- Understand our communities and enable people to take an active part in them (CH)
- Enhance our local, open spaces to make them places where people want to be (EPR)
- Continue to improve the efficiency of our waste and recycling services (EPR)
- Protect the public (EPR)
- Promote sustainable growth and economic prosperity (GI)
- Promote and grow Rugby's visitor economy with our partners (GI)
- Encourage healthy and active lifestyles to improve wellbeing within the borough (GI)
- This report does not specifically relate to any Council priorities but

Statutory/Policy Background: The Council has a statutory duty to set an annual Housing Revenue Account (HRA) revenue budget that will enable it to determine the level of council house rents.

Summary: The primary purpose of this report is to present a summary draft HRA revenue position (see Appendix A) and a capital position (see Appendix B) for 2019/20 based on updated budget submissions, plus a HRA Medium Term Financial Plan (MTFP) (see Appendix C).

Financial Implications: As detailed within the report and appendices.

Risk Management Implications: There are no risk management implications arising from this report.

Environmental Implications: There are no environmental implications arising from this report.

Legal Implications: There are no legal implications arising from this report.

Equality and Diversity: There are no equality and diversity implications arising from this report. A full Equality Impact Assessment will be presented with the final budget report at Council on 5th February 2019.

Options: Not applicable

Recommendation: The draft revenue and capital budgets at Appendices A and B for 2019/20 be noted.

Reasons for Recommendation: To give Cabinet an updated view of the Housing Revenue Account revenue and capital budgets for 2019/20 onwards.

Cabinet - 7 January 2019

**Draft Housing Revenue Account Capital & Revenue Budgets
2019/20 and Medium Term Financial Plan 2019-23**

**Public Report of the Head of Corporate Resources and CFO
and Head of Communities and Homes**

RECOMMENDATION

The draft revenue and capital budgets at Appendices A and B for 2019/20 be noted.

1. INTRODUCTION

The Council is required by the Local Government and Housing Act 1989 (section 74) to keep a Housing Revenue Account (HRA) which records all revenue expenditure and income relating to the provision of council dwellings and related services. The use of this account is heavily prescribed by statute and the Council is not allowed to fund any expenditure for non-housing related services from this account. In addition, the Act ensures that the HRA does not fall into a deficit position.

In accordance with the constitution, the Council is required to carry out an annual review of rents and notify tenants not less than 28 days prior to the proposed date of change.

The Council has a retained housing stock of nearly 3,800 homes and manages an additional 60 leasehold properties with an annual rent roll in excess of £16m.

The primary purpose of this report is to present a summary draft HRA revenue position (see Appendix A) and a capital position (see Appendix B) for 2019/20 based on initial budget submissions, plus a HRA Medium Term Financial Plan (MTFP) (see Appendix C).

A final budget and rent setting report will be presented at Full Council on 5th February 2019.

2. BUDGET AND POLICY FRAMEWORK

A number of consultations were released by The Ministry of Housing, Communities and Local Government (MHCLG) during the summer and autumn of 2018. These included:

- Green Paper: *A New Deal For Social Housing*;
- Use of receipts from Right to Buy Sales; and
- Rents for Social Housing from 2020/21

Rugby Borough Council submitted responses to all consultations (copies were included as Appendices to the previous HRA Capital and Revenue 2019/20 Draft Budget report) and, at the time of writing, is awaiting government's response the Council's proposals.

Biart Place and Rounds Gardens – potential refurbishment or regeneration

Council has received two reports in 2018/19 concerning the condition and potential options for both Rounds Gardens and Biart Place. On 27th September 2018 Council approved:

- Proceeding with the Biart Place redevelopment design and procurement;
- Installation of additional fire alarms at Rounds Gardens based on recommendations by the fire risk assessor and Warwickshire Fire and Rescue Service (based on the assumption tenants remain in the block for the duration of these works); and
- a further report to Council in December updating information on structural surveys

The structural findings in respect of the blocks at both sites, which account for almost 10% in total of the Council's HRA stock, were unanticipated. The measures required to respond to these findings will have an extraordinary impact on the HRA's financial resources, which will impact on its ability to meet to both current and emerging housing needs. This will, in turn, have a potential impact on the General Fund, as unmet housing need has to be increasingly met via temporary accommodation. It will therefore be necessary for the Council to approach central Government to establish what financial support they are able to provide to respond to these issues.

To ensure that the Council has earmarked balances to commence potential demolition and rebuild costs (notwithstanding central Government financial support) in 2019/20, it is proposed that £5.082m that would otherwise have been set aside for the repayment of debt as part of the HRA Medium Term Financial Plan will be utilised as Revenue Contributions to Capital Expenditure.

Until such point as central Government financial support is confirmed the updated HRA Medium Term Financial Plan (Appendix C) contains continuing Revenue Contributions to Capital Expenditure in place of voluntary debt repayments. Adjustments have also been made for temporary rent loss and additional interest on debt where timelines can be estimated.

3. REVIEW OF HRA BALANCES

The HRA draft budget for 2019/20 (Appendix A) takes into account the effect of the final year of the 1% rent reduction and the 30-year HRA financial plan has been updated to reflect changes, including high-rise site redevelopment/refurbishment, where the impact can be forecast.

HRA Revenue Balance

The level of the HRA Revenue balance was re-assessed prior to rent setting in 2018/19 considering potential risks arising from the Council's capacity to manage in-year budget pressures and the wider reform and regulatory environment. As part of

the report to Council on 27th April 2018 concerning high rise sites, it was further recommended that the budgeted HRA voluntary debt repayment for 2017/18 of £4.992m was reallocated to revenue balances to bring them above the minimum assessment assumed at the time of rent setting in light of the revised circumstances. Supplementary budgets totalling £1.512m have been approved in 2018/19 to:

- Provide full-time security and fire safety presence at Biart Place and Rounds Gardens; and
- Establish a guarantor / indemnity reserve of £160,000 to mitigate potential losses arising from the increase in private sector allocations.

After assessing for the above, the estimated HRA Revenue balance at 31st March 2019 will be **£5.099m**. This level is considered prudent to meet further revenue costs arising from decisions on the future of the high-rise sites and other potential risks moving forward over the term of the HRA Medium Term Financial Plan.

Major Repairs Reserve

The Major Repairs Reserve (MRR) reflects the need to replace major components as they wear out. This funding, together with previous allocations of supported borrowing and revenue contributions, has enabled the Council to maintain the housing stock in a good condition. As the housing Green Paper draws specific reference to “what constitutes a decent home” balances will require reviewing in light of any regulatory changes in future years. The forecast balances will rise over the period of the medium term financial plan to replenish funds utilised in the Window Replacement programme 2015-2018 as follows:

	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000
Balance b/fwd	1,465	1,622	2,055	2,516
Depreciation/Appropriations from HRA Revenue	2,075	2,173	2,201	2,267
Interest Received	15	15	15	15
Capital Financing	-1,933	-1,755	-1,755	-1,755
Balance c/fwd	1,622	2,055	2,516	3,043

Housing Repairs Account

The Housing Repairs Account is an earmarked reserve used to mitigate the risks associated with cyclical and responsive repairs over time. The forecast balance over the period of the medium term financial plan is **£1.090m**.

Housing Capital Investment Balances

In addition to the above, the Council has also made revenue contributions set aside for capital investment in prior years to fund new build, estate regeneration and other works, for example, upgrades to the Housing Management System software. Capital investment balances will be utilised to fund redevelopment and refurbishment costs at Biart Place and Rounds Gardens over the period of the HRA Medium Term Financial Plan subject to availability of financial support from Central Government. Costs in excess of available balances will be met via additional borrowing. Where Right-to-Buy (RTB) receipts are utilised to fund replacement homes, only 30% of the total cost may currently be funded from this source. The forecast balances over the period of the medium term financial plan are as follows:

	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000
Balance b/fwd	9,840	3,892	2,092	2,437
Contributions from HRA	5,082	4,380	3,918	4,148
Capital Financing for New Build / Acquisitions / Other Projects	-11,030	-6,180	-3,573	-3,680
Balance c/fwd	3,892	2,092	2,437	2,905

Right-to-Buy (RTB) Capital Receipts

The Council entered a 1-4-1 retention agreement with MHCLG in 2012 allowing it to retain a greater proportion of receipts upon the condition that they are utilised in provision of replacement housing within 3 years. Receipts under the 1-4-1 retention agreement that are not utilised must be returned to Her Majesty's Treasury (HMT) and incur an interest charge of Bank of England Base Rate plus 4%. Only 30% of the expenditure incurred on replacement housing may be financed from RTB receipts. As noted in section 2, MHCLG is consulting on changes to the use of Right-to-Buy receipts and the Council's response to the consultation is included at Appendix D of this report.

It is assumed that 25 homes will be sold under the Right-to-Buy per year over the period of the medium term financial plan producing an average receipt of £85,000 per property (prior to pooling). Forecast balances over the period are as follows:

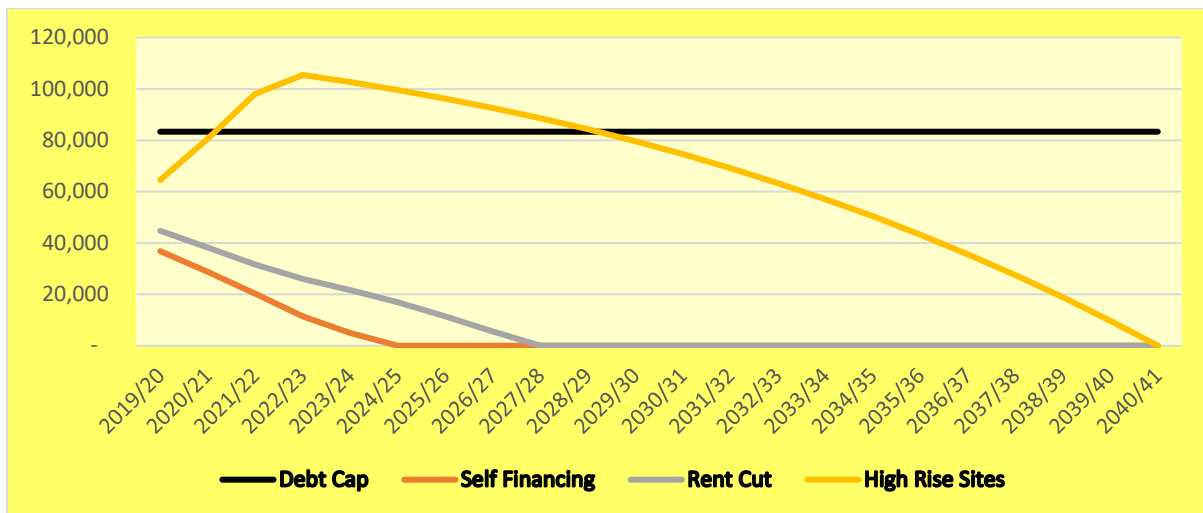
	2019/20 £'000	2020/21 £'000	2021/22 £'000	2022/23 £'000
Balance b/fwd	5,929	3,829	2,729	2,629
Net Pooling Contribution	900	900	900	900
Capital Financing for New Build / Acquisitions	-3,000	-2,000	-1,000	-500
Balance c/fwd	3,829	2,729	2,629	3,029

4. MEDIUM TERM FUNDING OPTIONS

The financial impact of the 1% rent cut on the Council's capacity to meet its HRA self-financing debt repayment schedule was outlined to Cabinet in January 2016. Subsequently a revised schedule of debt repayment was approved as part of rent setting in 2017/18 and refreshed in 2018/19.

As noted in sections 2 and 3, sums set aside for the voluntary repayment of debt will be diverted to balances during the period of the HRA Medium Term Financial Plan to fund redevelopment/refurbishment costs at the high-rise sites. In the absence of Central Government financial support, the revised debt repayment schedule will now extend to **2040/41**, subject to sensitivity around project timelines and cost estimates.

The chart below compares the original debt repayment schedule (*self-financing*), the revised schedule following the 1% rent cut (*rent cut*), and the updated schedule in light of the current redevelopment/refurbishment estimates (*high-rise sites*).



Reducing the level and extending the timeline of debt repayments to 2040/41 will increase the net interest payable by the HRA during this period. All debt rescheduling and increases to the HRA debt pool will be undertaken in conjunction with the principles set out in the Council’s Treasury Management Strategy.

An updated HRA medium term financial plan reflecting the above position is included at Appendix C.

The remainder of the report concentrates on proposals for 2019/20 including:

- Rent
- Service Charges
- Performance management – voids and debt collection
- Expenditure assumptions
- Housing repairs and capital programme
- Capital financing

5. RENT

Background

The Welfare Reform and Work Bill 2015 introduced a requirement for local authorities and other registered providers to reduce rents by 1% a year for four years beginning 2016/17. Previous guidance (Spending Review 2013) was for registered providers to increase rents by no more than the Consumer Price Index (CPI) inflation rate plus 1% per year. In 2019/20 this would have produced a rent increase of 3.40% (September 2018 CPI + 1%). The Council implemented the rent change in 2016/17, with an estimated cumulative rent differential over the 4-year period of £5.107m.

On 4th October 2017, the Department for Communities and Local Government (DCLG) announced that social landlords will be allowed to increase social housing rents “limited to the Consumer Price Index (CPI) plus 1% for 5 years from 2020.” This represents a return to previous rent settlement, which was meant to run from 2015 to 2025 but was replaced with a 4-year reduction by 1% annually from 2016.

Following scrutiny of the bill in the House of Lords, exemption from the policy was granted for one year for sheltered accommodation in 2016/17. Special Council on 1st March 2016 therefore recommended that rents for properties in this group were frozen and the subsequent difference in rent charged set aside to an ear marked reserve. The impact in 2019/20 is £52,050.

Properties below target rent (the equivalent rent in the Housing Association sector) are still allowed to have rents uplifted to that rate at the point of vacancy and subsequent relet, with rents then decreased by 1% in the next financial year. It is estimated that 150 homes below target rent will be relet during 2019/20 based on historic trends and stock availability following the decant of Biart Place.

Rent estimates for 2019/20 assume a stock level of 3,650 HRA properties at the start of April 2019. It is estimated that stock will fall by an estimated 25 Right-to-Buy sales in year which will be mitigated by the purchase of 38 open market homes (including 26 at Cawston Meadows). A void rate of 1.00% (excluding any decant properties) is estimated for 2019/20 (see page 11 for details).

Rent Calculation

The calculations for rents are based on average rents over the entire year, i.e. without any free weeks. The percentages applied to this may not be the same as the ones applicable when considering a 48 or 49-week rent year. 2019/20 is a 49-week rent year and therefore rents will be charged accordingly.

The following calculations are based on stock numbers as at November 2018.

	2018/19	2019/20	Average	Average
	£'s	£'s	%	£
			Decrease	Decrease
Average Weekly Rent (53-week basis)	83.16	82.34	1.00	0.82

Since 2019/20 is a 49-week rent year the rents will be charged accordingly and therefore the figures shown here are for illustrative purposes. Estimated rental income from dwellings of £15.565m for 2019/20 has been included within the draft HRA revenue budgets as shown in Appendix A. The estimate is based on the central business case of:

- An average 1% void rate across the stock;
- 25 Right-to-Buy sales in 2019/20;
- Acquisition of new build properties at Cawston Meadows and Rugby Gateway; and
- 150 re-lets where rent is uplifted to target rent

For each 1% change in the void rate the HRA rent loss is equivalent to £156,050. Each additional RTB sale produces an average rent loss of £4,100 in a full year. The average target rent in 2019/20 (53-week basis) will be £89.23 as compared to the average current rent of £82.34 (see above.)

6. SERVICE CHARGES

In line with government guidance, the Council carried out an exercise of depooling rent and service charges in 2006/07. This enabled tenants to see the estimated amount spent on services that had previously been included within the rent. Income from service charges is estimated at £1.173m in 2019/20 (including a void allowance of 1.00%).

The average weekly impact upon utilities and cleaning service charges arising from the estimates of costs associated with that service in 2019/20 (on a 48-week basis) is as follows:

Charge Type	Average Charge p/w (52 wk basis) £	Average Change p/w £
Communal Lighting - Electricity (Rebateable – eligible for Housing Benefit)	1.48	0.00
Communal Heating - Gas (Rebateable – eligible for Housing Benefit)	0.40	0.03
Communal Cleaning (Rebateable – eligible for Housing Benefit)	2.62	+0.29
Communal Heating – Gas (Non-Rebateable – Very Sheltered Housing only – not eligible for Housing Benefit)	6.84	-0.22

Independent Living Co-ordinator, Lifeline, Concierge and Estate Officer charges are currently under review in light of the redevelopment/refurbishment projects at Biart Place and Rounds Gardens and the impact of door security improvements across sheltered housing blocks incorporated within the HRA capital programme 2019/20 to 2021/22. Details of the updated cost composition and apportionment of charges will be included in the report to Cabinet in February 2019.

7. PERFORMANCE MANAGEMENT

The financial management of the HRA is directly linked to key performance in a number of operational areas – void management, rent collection and arrears recovery.

Void Management

There is a direct relationship between the time a property remains void and the rent foregone. Consequently, ensuring that homes are relet in the most efficient manner is a key priority for housing service staff.

For 2019/20 the target for void property rent and service charge loss will be set at 1.00%, equating to £156,050. Most recent performance data shows void loss running at 1.73% which has been influenced by the requirement to keep several flats at the Rounds Gardens site vacant whilst intrusive structural surveys were completed.

Rent Collection/Bad Debt Provision

The collection rate for rent and service charges and the performance in managing rent debt is critical to the financial position of the HRA and has a direct impact on the amount of bad debt provision that has to be set aside.

Government had originally intended to introduce Universal Credit on a phased basis from October 2013. However, full Borough-wide implementation for new claimants was not introduced until October 2015 and the transition for existing claimants is scheduled for completion in 2021/22.

Arrears greater than 4 weeks amounted to £1.143m as at 17th September 2018. The level of rent arrears has been reviewed in year and will be monitored until final budget setting in February. The HRA's contribution to bad debt provision is currently estimated at £70,250 in 2019/20 reflecting the above circumstances.

8. EXPENDITURE – ASSUMPTIONS

Employee costs

The HRA budgets are based on the current staffing establishment and an increase in pay of 2% for 2019/20 based on the National Joint Council agreement. Progression through pay scales and increased employer contributions to the Local Government Pension Scheme have also been included in the base budget.

Several members of staff spend their time on both HRA and General Fund activities and as a result staff costs are split based on percentages of time relevant to services.

Utility Costs

Gas and electricity costs have been estimated to attract the following inflation in 2019/20:

	Inflation Rate
Gas	2.5%
Electricity	2.5%

The level of utility costs is subject to variation as further information about future energy inflation and current consumption is refined prior to rent setting.

Central Recharges

These costs are currently estimated at £2.060m in 2019/20 and include the HRA's proportion of Corporate Property, ICT, Legal, Human Resources, Payroll and other costs.

Charges for Capital

MHCLG and the Chartered Institute of Public Finance and Accountancy (CIPFA) have produced guidelines regarding council dwelling depreciation and impairment to coincide with the introduction of 'self-financing'. Depreciation is used to provide a measure of the cost of the economic benefits embodied in an asset that have been consumed during the year. Estimates for 2019/20 charges are based around this guidance and there is a decrease of £0.212m on financial year 2018/19. If the final depreciation charge for 2019/20 is less or more than the estimate (£2.075m), the excess or deficit is transferred to the Major Repairs Reserve to ensure the smoothing of costs for major works over the medium term.

Amounts set aside for the repayment of debt/ Revenue Contributions to Capital Expenditure

The HRA business plan initiated at the point of self-financing assumed that all in-year surpluses would be utilised in the repayment of debt, subject to the maintenance of a prudent HRA working balance. Prior to the introduction of the 1% rent cut and the redevelopment/refurbishment projects at high rise sites, estimates were that the HRA self-financing debt allocation of £72.949m would be repaid in 2024 (12 years following the settlement). As noted in sections 2 and 3, sums set aside for the voluntary repayment of debt will be diverted to balances during the period of the HRA Medium Term Financial Plan to fund redevelopment/refurbishment costs at the high-rise sites. In the absence of Central Government financial support, the revised debt repayment schedule will now extend to 2040/41, subject to sensitivity around project timelines and cost estimates.

Unlike the General Fund, there is no statutory requirement to set aside money from revenue for debt repayment within the HRA allowing flexibility to adjust debt repayment considering HRA business planning needs in future years.

9. HOUSING REPAIRS & MAJOR WORKS

Housing Repairs

Housing repairs expenditure covers both planned and responsive maintenance, some of which is capital funded. The funding is split between:

- the Housing Repairs Account for revenue expenditure such as boiler servicing, electrical inspections, etc.; and
- the Major Repairs Reserve (MRR) for capital works including the replacement of significant components (kitchens, bathrooms, central heating, etc.)

The transfer to the Housing Repairs Account in 2019/20 is estimated at £3.769m (£3.676m 2018/19). The increase (£0.093m) is accounted for by:

- Cyclical gas servicing works – (£20,000);
- Materials cost inflation - (£30,000); and
- Other miscellaneous items including pay awards / increment progressions – (£43,000)

Major Works

The Council is required to produce a capital programme which takes account of at least the next three financial years. The full programme is included at Appendix B. Material items within the programme include:

Heating Upgrades (£860,000)

The proposals for 2019/20 to 2023/24 include a heating upgrade/replacement programme of approximately 1500 properties (300 per annum) as part of the lifecycle replacements funded via the Major Repairs Reserve.

Bathrooms (£350,000)

The proposals for 2019/20 include a bathroom replacement programme of approximately 140 properties to ensure continuing compliance with Decent Homes standards. A further 540 replacements will be undertaken in the period 2020/21 to 2023/24. Funding is via the Major Repairs Reserve.

Commercial Boilers at Tanser Court (£100,000)

Condition reports indicate that the remaining life span for these commercial boilers is coming to an end. Any salvageable parts being will be retained as spares for Lesley Souter House. Funding is via the Major Repairs Reserve.

Acquisitions (£1,685,000)

To maintain compliance with its retained Right-to-Buy 1-4-1 Agreement with MHCLG the Council will acquire approximately 12 properties in 2019/20. The average cost of acquisition is estimated at £140,000 of which a maximum 30% (£42,000) is currently funded via Right-to-Buy sales receipts. The balance (70%) is funded via Housing Capital Investment balances.

10. CONCLUSION

The estimates contained within this report represent the most up-to-date information and sensitivity analysis available in preparing the HRA revenue budget for 2019/20 and the HRA medium term financial plan 2019-23. Further changes may arise from the following operational and policy areas:

- Revisions to cost estimates, project timelines, and external funding in relation to Biart Place and Rounds Gardens redevelopment/refurbishment schemes;
- Staffing and other change arising from the on-going Housing Service Review;
- Revisions to inflation estimates impacting construction industry materials and labour costs; and
- Direct and indirect impact of efficiency measures arising from:
 - Digitalisation measures
 - Structure and delivery mechanisms of support service recharges

Any changes made to any of the recommendations will potentially affect the content of the subsequent appendices. If any changes to the rent setting levels are

proposed, it is important to be clear about the effects of the change and to build these in during the consideration of each recommendation.

Name of Meeting: Cabinet

Date of Meeting: 7 January 2019

Subject Matter: Draft Housing Revenue Account Capital & Revenue Budgets 2019/20 and Medium Term Financial Plan 2019-23

Originating Department: Corporate Resources

DO ANY BACKGROUND PAPERS APPLY YES NO

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A

DRAFT REVENUE BUDGETS 2019/20 SUMMARY**HOUSING REVENUE ACCOUNT**

	2018/19 Original Budget £	2018/19 Revised Budget £	2019/20 Draft Budget £	Notes
INCOME :-				
Rent Income From Dwellings	-16,127,080	-15,807,590	-15,565,760	1
Rent Income From Non - Dwellings	-149,900	-149,900	-137,600	2
Charges For Services	-1,343,210	-1,285,500	-1,199,790	3
Contributions Towards Expenditure	-215,570	-215,570	-215,570	
Total Income	-17,835,760	-17,458,560	-17,118,720	
EXPENDITURE :-				
Transfer To Housing Repairs Account	3,675,610	3,675,610	3,769,410	4
Supervision & Management	4,493,090	5,627,340	5,600,560	5
Rents, Rates, Taxes & Other Charges	3,000	3,000	5,000	
Depreciation and Impairment	2,287,000	2,287,000	2,075,000	6
Debt Management Cost	15,000	15,000	23,810	
Provision For Bad or Doubtful Debt	193,440	193,440	70,250	7
Amounts set aside for the repayment of debt	5,839,040	5,839,040	0	8
Total Expenditure	16,506,180	17,640,430	11,544,030	
HRA Share of Corporate & Democratic Core Costs	213,980	213,980	224,160	
NET COST OF HRA SERVICES	-1,115,600	395,850	-5,350,530	
HRA SHARE OF OPERATING INCOME & EXPENDITURE INCLUDED IN THE WHOLE AUTHORITY INCOME & EXPENDITURE ACCOUNT				
Interest Payable & Similar Charges	1,171,470	1,171,470	1,532,000	
Interest & Investment Income	-111,690	-111,690	-171,410	
NET OPERATING EXPENDITURE	-55,820	1,455,630	-3,989,940	
Revenue Contributions to Capital Expenditure	0	0	3,937,890	8
Contributions to (+) / from (-) Reserves	55,820	55,820	52,050	
Surplus(-)/Deficit for year	0	1,511,450	0	

Notes

- 1 Rent estimates based on rent reduction of 1% and estimated 25 RTB sales in year.
- 2 Garage rents have been increased in line with national guidance but this has been offset by an increase in the number of void/empty properties.
- 3 The net change in service charge income reflects any inflationary rises noted within the report and includes a void allowance of 1.00%.
- 4 The increase includes provision for increased costs (planned maintenance) on gas servicing
- 5 The main adjustments to supervision & management are:

	£
Increase in contract cleaning cost	2,310
Salaries - reflecting the change in staff numbers and employers costs	19,910
Car Allowances	-37,920
Other net changes less than £10,000	-11,080
Total change in Supervision & Management budget	<u><u>-26,780</u></u>

- 6 DCLG and CIPFA have produced guidelines regarding council dwelling depreciation to coincide with the introduction of HRA self-financing. Estimates for 2019/20 have been prepared on this basis.
- 7 The decrease in bad debt provision reflects an estimated fall in arrears subject to the full roll out of the Universal Credit.
- 8 Sums set aside for the voluntary repayment of debt will be diverted to balances during the period of the HRA Medium Term Financial Plan to fund redevelopment/refurbishment costs at the multi-storey sites.

Proposed Housing Revenue Account (HRA) Capital Programme 2019/20 and onwards

	Revised 2018/19 Capital Programme	Anticipated 2018/19 slippage into 2019/20	Proposed 2019/20 Capital Programme	Proposed 2020/21 Capital Programme	Proposed 2021/22 Capital Programme
	£	£	£	£	£
Improvements & Capitalised Repairs					
Bathrooms	419,120	0	357,990	357,990	357,990
Fire Risk Prevention Works	62,400	0	68,170	68,170	68,170
Heating Upgrades	264,880	0	868,910	868,910	868,910
Kitchen Improvements	324,830	0	52,000	52,000	52,000
Patterdale Sheltered Scheme	70,500	0	0	0	0
Energy Efficiency Long Lawford External Cladding Phase 2	900,000	0	0	0	0
CCTV Upgrades	46,050	0	0	0	0
Soffit / Gutter Improvements	20,000	0	57,000	57,000	57,000
Replacement Footpaths	20,000	0	20,000	20,000	20,000
External Walls	50,000	0	50,000	50,000	50,000
Roof Refurbishment - Rounds Gardens	0	0	0	0	0
Fire Alarms - Rounds Gardens	450,000	0	0	0	0
Roof Refurbishment - Lesley Souter House	70,000	0	0	0	0
Rewiring - Ashwood Court	22,500	0	0	0	0
Door Entry Systems	50,000	0	74,890	74,890	74,890
17 Electrical Upgrades - Community Rooms	0	0	36,070	0	0
Boiler Works - Tanser Court	0	0	104,890	0	0
LED Lighting	0	0	36,980	0	0
Housing Management System	628,300	0	60,000	60,000	60,000
Housing Repairs Service - IT System	15,180	0	0	0	0
Solar PV	12,210	0	0	0	0
Disabled Adaptations	220,420	0	205,770	205,770	205,770
Lifeline Renewal Programme	110,320	0	30,000	30,000	30,000
Property Repairs Vehicle Replacement	353,460	0	0	0	0
Purchase of Council Homes	2,267,280	0	1,685,000	1,685,000	1,685,000
Cawston Meadows Houses	4,002,610	0	0	0	0
Rugby Gateway Houses - CALA Homes	186,000	0	434,000	0	0
Rugby Gateway Houses - Bloor Homes	675,000	0	0	0	0
Rounds Gardens Capital	100,000	0	0	0	0
Biart Place	2,440,000	0	0	0	0
Bell House Redevelopment	1,570,000	0	0	0	0
TOTAL	<u>15,351,060</u>	<u>0</u>	<u>4,141,670</u>	<u>3,529,730</u>	<u>3,529,730</u>
Draft Financing: -					
Revenue Contributions / RTB Receipts	12,306,410	0	2,209,000	1,775,000	1,775,000
Major Repairs Reserve	<u>3,044,650</u>	<u>0</u>	<u>1,932,670</u>	<u>1,754,730</u>	<u>1,754,730</u>
TOTAL	<u>15,351,060</u>	<u>0</u>	<u>4,141,670</u>	<u>3,529,730</u>	<u>3,529,730</u>

MEDIUM TERM FINANCIAL PLAN - HOUSING REVENUE ACCOUNT (HRA): 2019/20 - 2022/23

	2019/20 £000's	2020/21 £000's	2021/22 £000's	2022/23 £000's
EXPENDITURE				
Supervision & Management	5,601	4,630	4,746	4,865
Repairs & Maintenance	3,769	3,863	3,960	4,059
Rents, Rates, Taxes	5	3	3	3
Charges for Capital	2,075	2,137	2,201	2,267
Debt Management	24	24	25	26
Provision for Bad Debts	70	72	74	76
HRA Share of Corporate & Democratic Core Costs	224	219	224	230
Amounts set aside for the repayment of debt	0	0	0	0
Revenue Contributions to Capital Expenditure	3,938	4,324	3,860	4,089
Net Interest Payments	1,361	1,815	2,234	2,544
Contribution to/from(-) reserves	52	53	54	55
Total	17,119	17,140	17,381	18,214

INCOME				
Dwelling Rent	-15,566	-15,575	-15,776	-16,568
Garages	-138	-141	-145	-149
Service Charges	-1,200	-1,203	-1,233	-1,264
Contributions towards expenditure	-215	-221	-227	-233
TOTAL	-17,119	-17,140	-17,381	-18,214

Impact on Average Rent (52 week basis):	£'s	£'s	£'s	£'s
Prior Year	83.16	82.33	84.80	87.34
Current Year	82.33	84.80	87.34	89.96
Increase £'s	-0.83	2.47	2.54	2.62
Increase %	-1.00	3.00	3.00	3.00

AGENDA MANAGEMENT SHEET

Report Title: Private Sector Housing Charter

Name of Committee: Cabinet

Date of Meeting: 7 January 2019

Report Director: Head of Environment and Public Realm

Portfolio: Environment and Public Realm

Ward Relevance: All

Prior Consultation: Rugby Landlord Forum; Council's Legal and Housing teams; selected councillors

Contact Officer: David Burrows, Regulatory Services Manager

Public or Private: Public

Report Subject to Call-In: Yes

Report En-Bloc: No

Forward Plan: Yes

Corporate Priorities: This report relates to the following priority(ies):

(CR) Corporate Resources To provide excellent, value for money services and sustainable growth

(CH) Communities and Homes Achieve financial self-sufficiency by 2020

(EPR) Environment and Public Realm Enable our residents to live healthy, independent lives

(GI) Growth and Investment Optimise income and identify new revenue opportunities (CR)

Prioritise use of resources to meet changing customer needs and demands (CR)

Ensure that the council works efficiently and effectively (CR)

Ensure residents have a home that works for them and is affordable (CH)

Deliver digitally-enabled services that residents can access (CH)

Understand our communities and enable people to take an active part in them (CH)

Enhance our local, open spaces to make them places where people want to be (EPR)

Continue to improve the efficiency of our waste and recycling services (EPR)

Protect the public (EPR)

- Promote sustainable growth and economic prosperity (GI)
- Promote and grow Rugby's visitor economy with our partners (GI)
- Encourage healthy and active lifestyles to improve wellbeing within the borough (GI)
- This report does not specifically relate to any Council priorities but

Statutory/Policy Background: Rugby Borough Council is responsible for regulating private housing, which includes the licensing of Houses in Multiple Occupation.

Summary: The private rented sector has the highest proportion of non-decent homes and has a reputation for poor tenants and poor landlords. In order to raise standards, it is proposed that the Council adopts a Private Sector Housing Charter.

Financial Implications: Within existing budgets.

Risk Management Implications: None.

Environmental Implications: None.

Legal Implications: None.

Equality and Diversity: None. The Charter is aimed at improving accommodation for all private housing tenants, but is likely to be of greater value to those on low incomes.

Options:

1. Adopt the Charter:
Benefits: potential for improvement in private housing sector standards and improved tenant protection
Risks: Scheme not popular and fails to achieve aims.

2. Do not adopt Charter.
Benefits: None.
Risks: Potential tools for raising standards lost.

Recommendation: IT BE RECOMMENDED TO COUNCIL THAT the draft Private Housing Sector Charter be adopted.

Reasons for Recommendation: To add an additional and positive tool to help improve the private housing rented sector stock, support landlords and to support tenants.

Cabinet - 7 January 2019

Private Sector Housing Charter

Public Report of the Head of Environment and Public Realm

Recommendation

IT BE RECOMMENDED TO COUNCIL THAT the draft Private Housing Sector Charter be adopted.

1. Background

The Council is responsible for the regulation of the private housing sector, mainly using the Housing Act 2004. This includes licensing houses in multiple occupation (HMOs) which has recently changed to include a wider range of HMOs, increasing the number from approximately 50 to about 350.

There are an estimated 5000 private rented properties in the Borough.

In 2016-17, the private rented sector accounted for 20% of households in England. The proportion of private rented sector households has doubled since 1996-97 and the overall size of the private rented sector has increased over this time from 2.1 million households in 1996-97 to 4.7 million households in 2016-17.

The prevalence of non-decent homes in the private rented sector (in England) has reduced since 2006 when almost a half of the stock (47%) was non-decent. In 2016, about a quarter (27%) of private rented homes did not meet the Decent Homes Standard. Despite this marked fall, private rented homes were still more likely to be non-decent than owner occupied homes (20%) and those in the social rented sector (13%).

While the Council is able (and required) to use its statutory powers to deal with poor private sector housing and has a number of statutory tools to do this (e.g. licensing, improvement notices, emergency prohibition notices and proceeds of crime), these do not support the good landlords who want to provide good accommodation or tenants who expect good accommodation and support from their landlords.

2. Private Sector Housing Charters

The idea of using charters is not new, with local authorities such as Redcar and Cleveland having introduced a Charter in 2007. The Government issued guidance on charters in 2013 (see background document 2).

The Council also introduced a Rugby Landlord Accreditation Scheme in 2010 for HMOs but this proved unpopular with landlords and was withdrawn.

As detailed within the Rugby Borough Council Housing Strategy, officers were asked to consider introducing a Private Sector Housing Charter for Rugby Borough Council following a recent success with a similar charter in Tower Hamlets (see background document 3).

The draft Charter is available in Appendix 1, with additional guidance provided in Appendix 2. Once agreed, the aim is to make both documents available to landlords and tenants. The guidance, and if necessary the less detailed Charter, will be regularly updated and published on the council website.

The key message within the Charter is that every private renter has the right to live in a safe and secure home, and to be treated fairly by their landlord or agent.

The majority of landlords provide good quality accommodation for tenants. While officers will continue to use the existing tools to ensure poor landlords cannot exploit tenants and ensure good landlords are not put at a financial disadvantage because of poor tenants, the Charter provides a quick and easy way for all private renters to find out what their rights are, what standards they should expect, and where to go for help.

Key messages in the Charter are:

Letting

- your protection in law against discrimination
- letting fees must be displayed in offices and online
- your agent must belong to an independent complaints scheme.

Occupation

- your tenancy terms must be fair and understandable, without hidden surprises
- rents should not increase during the fixed period of your tenancy
- there are strict rules in place if your landlord wants you to move out.

Safe and Secure

- your home must have annual gas safety checks carried out by a certified Gas Safe engineer
- your home should be free from damp and mould problems
- your home must have a working smoke alarm and a carbon monoxide detector if you have solid fuel heating
- your home must be in good condition, and any repairs must be done in a timely way.

The concept of a Private Sector Housing Charter for Rugby was presented to the Rugby Landlord Forum in October 2017 where it received support from the landlords at the event.

If adopted, the intention was to publish the Charter on the Council website and encourage landlords to sign up to it. While initially landlords who were consulted were supportive of this approach, it has been difficult to find landlords who would actually sign it. In addition, with 5000 rented properties, encouraging even a significant proportion will require significant resources to obtain signatories and to maintain the register. Following a review of other authorities, and their charters, they fall into 2 main groups (1) those who have signatories to the charter who are mainly

professional bodies such as organisations that represent landlords, council housing teams, and charities which support tenants, who can provide practical support for landlords and tenants; and (2) those who use the charter as the minimum standard for landlords to avoid formal action, such as improvement notices or prosecution.

The intention is that the Rugby Borough Council Charter meets the criteria of charter type (2) above, but if partner organisations can also be persuaded to sign the charter, the charter will be type (1) and (2).

Name of Meeting: Cabinet
Date of Meeting: 7 January 2019
Subject Matter: Private Sector Housing Charter
Originating Department: Environment and Public Realm

DO ANY BACKGROUND PAPERS APPLY **YES** **NO**

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink
1	Ministry of Housing, Communities and Local Government <i>English Housing Survey Private rented sector, 2016-17</i> , published July 2018 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/723880/Private_rented_sector_report.pdf
2	Department for Communities and Local Government <i>Draft Tenants' Charter Guidance note for discussion</i> , published October 2013 https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/251148/Draft_Tenants_Charter.pdf
3	Tower Hamlets New Charter promotes the rights of private renters https://www.towerhamlets.gov.uk/lgnl/housing/Private_housing/Renters_charter/Tower_Hamlets_Private_Renters_Charter.aspx
4	Redcar and Cleveland Landlord Charter Scheme https://www.redcar-cleveland.gov.uk/resident/housing-property/housing-advice/Pages/Landlord-Charter-Scheme.aspx

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A

RUGBY PRIVATE RENTERS' CHARTER

The **Rugby Private Renters' Charter** sets out standards the law demands from all private landlords and agents. If you rent a room, a flat or a house in the borough of Rugby, Rugby Borough Council and all partner organisations signed up to the charter aim to make sure your landlord meets the standards.

YOU MUST BE TREATED FAIRLY

LETTING

No discrimination

A landlord cannot discriminate against your nationality, race, religion, sexuality, disability or gender. However, you must give your landlord or agent proof of your legal right to live in the UK.



Letting agency fees

Lettings agents can charge you a fee. However, agents must clearly display all fees (including VAT) both in offices and on websites. You should not have to ask to see an agents' fees.



Money protection

Ask whether your letting agent belongs to a client money protection scheme. Money protection schemes protect money you pay to the agent as a deposit and rent – even if the agent closes down.



Complaints

Agents must be registered with an independent organisation for dealing with complaints. Your agent must display the logo of the independent organisation it has registered with to deal with complaints.



OCCUPATION

Legal information

Your landlord or agent must give you a copy of the Government's How To Rent guide when you move into your home.

Deposit protection

Your landlord or agent must prove your deposit has been protected with one of the three authorised deposit protection schemes (Tenancy Deposit Scheme, MyDeposits or the Deposit Protection Service) within 30 days of taking your deposit.

Tenancy agreement

Your landlord or agent should provide you with a written tenancy agreement. The agreement must include the address of your room or flat, the length of the tenancy agreement, the amount you pay in rent, and the landlord or agent's name and contact address.

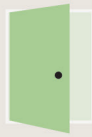
Moving out

If your landlord or agent wants you to move out, a strict legal process must be followed – and the process takes time. If your landlord or agent wants you to move out against your wishes, seek legal advice immediately.

YOUR HOME MUST BE SAFE AND SECURE

It's your home

Your landlord or agent must not disturb or harass you. Your landlord can only visit when it's convenient for you, unless it's an emergency. Your landlord must give you at least 24 hours' notice before visiting.



Reasonable repair

Your home must be safe and secure. Your landlord must make repairs to its structure in reasonable time.



Damp and mould

Your home should be free from problems with damp and mould. Visit the council's website – www.rugby.gov.uk/mould - for tips on how to prevent damp and mould becoming a problem. If problems persist despite following our advice, contact your landlord.



Alarms

Your home must have a working smoke alarm on every floor. If your home has solid fuel heating, your landlord must also fit a carbon monoxide detector.



Electrical safety

The wiring and electrical items supplied with your home must be safe.



Gas safety

If your home has a gas supply, your landlord must give you a valid gas safety certificate when you move in. Every year, a certified Gas Safe engineer must check your appliances.



The majority of private landlords and letting agents in Rugby already meet the standards set out in our Private Renters' Charter. However, if you have concerns about the state of a private rented property, contact the council's housing enforcement team on **(01788) 533857** or email ept@rugby.gov.uk



Advice and Good Practice for Private Housing Tenants and Landlords

Renting from a landlord or a letting agent?

- How long do you want the tenancy for? You can ask for a tenancy to be any time between 6 months and 7 years. This has to be agreed with the landlord. The government have also [announced](#) that they plan to introduce legislation that will introduce a minimum 3-year tenancy term, with a 6-month break clause
- What can you afford? Think about how much rent [you can afford to pay alongside bills and other outgoings](#): 35% of your take-home pay is the most that many people can afford, but this depends on what your other outgoings are (for example, whether you have children).
- If you are entitled to Housing Benefit or Universal Credit you may get help with all or part of your rent. If you are renting from a private landlord you will receive up to the Local Housing Allowance (LHA) rate to cover or help with the cost of rent. Check with this [online calculator](#) or alternatively use [Turn to Us](#) to see if you can afford to live in the area you want. You should also look at this advice about [managing rent payments on Universal Credit](#). Unfortunately, it is [not illegal](#) for a landlord to refuse to rent to a person on benefits, however, there is a risk that this will result in indirect discrimination under the Equality Act 2010, for which landlords and agents may be liable to compensation claims.
- Which area you would like to live in and how you are going to look for a rented home? The larger the area where you are prepared to look, the better the chance of finding the right home for you.
- Do you have your documents ready? Landlords and agents will want to confirm your identity, [immigration status](#), credit history and possibly employment status.
- Do you have the right to rent property in the UK? Since 2016 Landlords must check that all people aged over 18 living in their property as their only or main home have the right to rent. They will need to make copies of [your documents](#) and return your original documents to you.
- Will you need a rent guarantee? Some landlords might ask someone to [guarantee your rent](#). If you don't have a guarantor, ask [Shelter](#) for help.
- Beware when renting through an agent that other fees may apply. Fees should be displayed including Value Added Tax (VAT). Agents must display fees at each of their premises and on their websites.

Are you a lodger or a tenant?

If your landlord lives in the same flat or house as you, **and** shares a bathroom, kitchen or living room with you, then you are a lodger instead of a tenant.

You are **not** a lodger if:

- you live with a “head tenant” who collects the rent for the landlord.
- your landlord moved in after you first moved in.
- your landlord keeps a room for themselves but does not live there or
- you rent a self-contained flat and the landlord lives in another part of the house.

If you are not sure, get advice.

Lodgers do not have as many rights as tenants, so some parts of the Rugby Borough Council Private Renters’ Charter will not apply to you.

Because a lodger is sharing their landlord’s home, the rules are different.

Deposits paid by lodgers are not covered by the same deposit protection rules.

It is always against the law for your landlord to intimidate or harass you. Your landlord is not allowed to touch or throw your possessions out. In an emergency call the police.

For further advice, please see [Shelter’s](#) information for lodgers.

Permission to rent

Always make sure that anyone claiming to be a landlord or an agent is genuine. Many fraudsters pretend to be a landlord or an agent so that they can take money from people looking for a home.

All agents must belong to a government-approved redress scheme: The Property Ombudsman (TPO) <https://www.tpos.co.uk/> or Property Redress Scheme (PRS) <https://www.theprs.co.uk/>. Ask which one.

There is no overarching regulation of letting agents, but ask if they are members of a professional body such as ARLA Propertymark <http://www.arla.co.uk/>; NALS National Approved Letting Scheme <https://www.nalscheme.co.uk/>; UKALA UK Association of Letting Agents <https://www.ukala.org.uk/>

There is no central database of landlords, but you should ask if they are a member of the National Landlords Association (NLA) <https://landlords.org.uk/> or Residential Landlords Association (RLA) <https://www.rla.org.uk/> and that they are signed up to Rugby Borough Council's Private Rented Sector Charter.

For example, would-be tenants are often tricked into paying an upfront fee to rent a property that in reality does not exist, or has already been rented out. There are many cases where fraudsters rent out properties that are not theirs to rent. Find out more from [Action Fraud about rental fraud](#).

Permission requirements

- It is against the law for a council or housing association tenant to let their flat out to other people. Any council or housing association tenant doing this is very likely to be evicted and/or face prosecution.
- If you are renting someone else's council or housing association flat and they are evicted, you could find yourself homeless and, in many cases, unable to recover the rent you have paid.
- If you are renting on an estate or in a former council or housing association flat, please confirm that your landlord owns the property. You can check who owns [any property you are renting or thinking of renting for just £3 at the Land Registry](#).

If you live in a house of multiple occupation (HMO)

Your landlord must have a licence from the council if you are renting a room in a house that has 5 or more people live in it who are not related to each other

When deciding whether to issue or renew a licence, the council checks that:

- the property meets an acceptable standard. For example, it looks at whether the property is large enough for the occupants and if it is well managed
- the landlord is a 'fit and proper' person

If your landlord does not have a HMO licence, or if they are not keeping to the terms of their licence, there are serious consequences:

- The council could prosecute your landlord or fine them
- You could apply for up to one year's rent to be returned to you by the landlord through a Rent Repayment Order.
- Your landlord is not allowed to give you notice to leave in the normal way
https://england.shelter.org.uk/housing_advice/eviction/how_to_check_a_section_21_notice_is_valid

Examples

- Pawel rents a room in a house. There are 4 bedrooms including Pawel's, and each one is rented by a single person. Pawel's landlord does **not** need a HMO licence. The HMO has 4 separate households – but there are not 5 or more people living in it.
- Brittney rents a room in a 2 floor flat over a shop. There are three bedsit rooms in total. Brittney rents one room, and the other two rooms are each rented by a couple. Brittney's landlord does need a HMO licence. There are 3 separate households, and there are 5 people in total living in it.
- Tom and 4 friends have a joint tenancy on a house. Tom's bedroom is in the basement. On the ground floor, the living room is used as a bedroom. The other 3 have the bedrooms on the first floor.
Tom's landlord does need a HMO licence. There are 5 households and 5 unrelated people living in it.

If your Landlord has a mortgage on the property

- If your landlord has a mortgage, they must let their mortgage provider know that they are renting in out, as this can be against the terms of their agreement. If they are breaking the terms, they may be at risk of having it repossessed by the mortgage lender. This could make your own tenancy less secure.
- You can check who owns any [property and who is their mortgage provider for just £3 at the Land Registry](#).

For more information, please visit the [licensing of multiple occupation](#).

HMO landlords also have additional responsibilities in comparison to other landlords. For more information and to check your rights, please visit the [Shelter](#) website.

If you believe that your landlord doesn't have the license they need, you can contact the council's Environmental and Public Realm 01788 533 533 or by email ept@rugby.gov.uk

Your home

It's your home, your landlord or agent must not disturb or harass you. Your landlord can only visit when it is convenient for you, unless it's an emergency. They must give you at least 24 hours' notice- unless it's an emergency.

Landlords must let you live in the home you rent without unnecessary interference. For as long as you live there, it is your home. You have a responsibility, as a tenant, to give reasonable access to your landlord when something needs repairing.

- Your landlord should never let themselves into your home without your permission.
- Your landlord (or anyone employed by them, such as an agent) should not harass you in your home or make it difficult for you to stay there.

If your landlord is not letting you live peacefully in your home, or harassing you, or trying to force you out without going to court first, get advice from the council's Neighbourhood services team ([link to team](#)).

For further information on harassment and what you can do about it, visit the [Shelter](#) website.

Discrimination

It is against the law to treat somebody less favourably just because of their:

- Age
- Being married or in a civil partnership
- Being pregnant or on maternity leave
- Disability
- Race including colour, nationality ethnic or national origin
- Religion, belief or lack of religion/belief
- Gender/gender identity
- Sexual orientation

You are legally protected from discrimination on any of these grounds by the [Equality Act 2010](#).

It is against the law to discriminate against anybody just because of their nationality or race. However, UK law states that before anybody can rent a home in England, the landlord or letting agent must check their immigration status. They must also check the status of anyone aged 18 or over who will be living with the tenant.

If you believe that you have been discriminated against during a 'Right to Rent' check and you require more information about this follow the links provided

[Challenging discrimination in housing](#)

[Shelter](#)

[CIH - Migrants Rights](#)

Tenancy agreement

You should have a written tenancy agreement showing all the information you need.

Tenancy agreements

Please note that lodgers have different rights to tenants, and the information on this page does not apply to you. [Read our information for lodgers.](#) (needs to be linked "are you a lodger" section)

Good landlords and agents will provide a written tenancy agreement. At a minimum, they must put in writing the address of the room or flat, length of the agreement, the rent you will pay and the landlord's name and contact address.

A written tenancy agreement means that you are both clear about the nature of your legally binding agreement.

Even if your landlord refuses to give you a written tenancy agreement, you still have rights. Some rules apply to everyone renting a home and don't have to be written down. If the landlord accepts rent from you for living in the property, any verbal agreement you have counts as a legal agreement. [Watch Shelter's short film explaining this.](#)

Your landlord has to give you their name and contact address

If your landlord does not provide you, in writing, with their name and an address in England where you could send notices, the law says that you do not have to pay them rent. However, as soon as an address is provided, backdated rent then becomes due from the start of the tenancy.

If you write to your landlord's agent or the person who collects the rent and ask them for the landlord's name and address, they must provide the information in writing within 21 days. If not, the council can prosecute them.

If there is a change of landlord, the new landlord must provide you with her/his name and address in writing within two months after the transfer of interest.

If this is not complied with, the old landlord will remain liable for any breach of the tenancy agreement until either s/he or the new landlord provides the tenant with the new landlord's name and address.

Find out [how to find your landlord](#)

Your landlord has to give you a basic statement of your tenancy terms

If your landlord will not give you a written agreement, the law says that they **must** give you certain information in writing:

- the date your tenancy started
- the amount of your rent, and when it is to be paid
- any provision for [rent increases](#)
- the length of your agreement.

If you ask your landlord for this information in writing, the law says that they must provide it within 28 days. If they do not, they are liable for prosecution.

Your tenancy agreement should be written in a way that you can understand. Anything that is not clear may not be binding on you.

Your tenancy agreement shouldn't contain any unfair terms. For example, it should not take away legal rights or say that you will pay fees for ordinary part of a landlord's role, or that your landlord can come into your home whenever they want. Any unfair terms in a tenancy agreement are not legally binding on you, however you will need to check with your agent/landlord regarding rules on children, smoking and pets including rules on keeping a bike and recycling.

Get advice if you think your agreement includes unfair terms or your landlord is holding you to something you don't think is fair.

Landlords cannot use the Section 21 (no fault) eviction procedure unless an up-to-date version of this guide has been provided to the tenant. Your landlord or agent must give you a copy of the guide when starting or renewing your tenancy. The guide provides you with a renting checklist and gives more detailed information on each stage of the renting process.

For more information, please [see how to rent the check list for renting in England](#) or alternatively see your local [Citizens Advice](#)

Reasonable Repair

Your home must be safe, and your landlord must make repairs to the structure in reasonable time.

Whose responsibility is it?

Please note that lodgers have different rights to tenants, and the information on this page does not apply to you. [Read our information for lodgers. \(needs to be linked to “are you a lodger” section\)](#)

Your responsibilities

As a tenant, you must look after your home in a responsible way.

You should:

- keep it clean
- not damage the property and make sure your guests don't either
- carry out minor maintenance such as replacing smoke alarm batteries
- use the heating properly
- don't block flues or ventilation

You are also responsible for minor repairs, such as:

- fixing a bathroom cabinet

Your landlord's responsibilities

The law says that your landlord is responsible for repairs to the exterior and structure of your home. This includes:

- walls
- stairs and bannisters
- roof
- external doors
- windows
- sinks, baths, toilets and other sanitary fittings, including pipes and drains
- heating and hot water
- chimneys and ventilation
- electrical wiring
- Gas certification

The law also says that conditions in your home must not be a risk to anyone's health or safety. The council is responsible for enforcing the law on this.

The freeholder's responsibilities

If you live in a block of flats, your landlord is responsible for repairing the flat itself, but the freeholder is responsible for communal areas and this usually involves a managing agent.

For further information about the role of managing agents visit the Association of Managing Agents website <https://arma.org.uk/>

This includes:

- the lifts
- stairwells
- the overall safety of the building

If you live in a housing association or council property, there will be signs on the blocks indicating who the freehold landlord is.

You can check who owns the [freehold for any property for just £3 at the Land Registry](#).

What to do if you need repairs

Most landlords want to know as soon as something needs fixing, and want to fix things as soon as possible. Always let your landlord know when something needs repairing.

When you ask your landlord to make repairs, you should always try to ask in writing – even if that is an email or text. Then keep a copy in case you need to refer to it later.

If your landlord needs access to the property to inspect it and do repairs, they should give reasonable notice and arrange a suitable time to visit (unless there's an emergency).

Your landlord must put right any damage to internal decorations caused by repair problems or while repairs were carried out. If you rent through a letting agency you may need to contact them first.

Take action

If you can show that the conditions present an immediate risk to your safety or health, we will arrange to inspect your home.

In most cases, if the conditions are putting your health or safety at risk but not at an immediate risk, we will write to your landlord first.

The action we take will depend on the kind of problem you have, but if we find conditions that are a risk to your health, we will issue a formal notice to the landlord.

In extreme situations, we may make repairs ourselves or make an order prohibiting your landlord from letting the property any more.

Contact the council about your dangerous or unhealthy home on 01788 533 533 or email ept@rugby.gov.uk

Letting Agency fees

Letting agencies must display their fees clearly

The law says that agents must display their fees prominently and if they belong to a client money protection scheme in their office and on any website they may have.

You should be able to see the information without having to ask for it. The information on fees must not mislead you. The information must clearly describe:

- the cost of each fee - including VAT, **alongside a statement confirming that VAT is included.**
- what each fee covers.

Fees don't have to be published in this way for websites that only advertise properties, like Rightmove or Zoopla.

Letting agents must never charge you for:

- registering with them or showing you a list of properties to rent
- routine inspections during your tenancy
- anything they also charge the landlord for

For further information about your rights when dealing with letting agents please see

- [Shelter](#)
- [Citizens Advice Bureau](#)

Take action

If your agent is not displaying their fees properly, please report them to Trading Standards.

Report by phone

Call the Citizens Advice consumer helpline and tell them you want to report a letting agent Warwickshire Trading Standards. The helpline will assess your problem and pass it on to Trading Standards if it's appropriate.

Citizens Advice consumer helpline Tel: 01926 410410

Damp and mould

Although you can't see it there is always some moisture in the air. Warm air holds much more moisture than cold air. As soon as warm air hits a cold surface it cools down and is forced to let go of some of the moisture carried as liquid water on the surface. Mould growth appears when condensation occurs on absorbent surfaces, e.g. walls, carpets, leather, fabrics, timber etc.

How does condensation damage my home?

Condensation appears mainly in cold weather and is found on the coldest surfaces or in places where there is little or no movement of air. You will find it in the corners of rooms, or near windows or behind furniture. The damp caused by condensation can cause mould to grow on walls, fabric and furniture.

Why is it worse these days?

Modern improvements such as insulation to walls, draught proofing on doors and sealed window units have made it easier for you to keep your home warm by minimising draughts and stopping heat escaping from your home. But these improvements also stop moisture escaping, which is why people have much more of a problem with condensation these days.

What are the main causes of condensation?

- Inadequate heating.
- Lack of or inadequate level of insulation.
- Inadequate or inappropriate ventilation.
- Excessive moisture production.

How can I get rid of it?

There are a number of things you can do:

1. Make less moisture

- Wipe the water from your windows and sills with a cloth, but make sure you wring your cloth out in the sink and don't put the wet cloth on a heater to dry. Putting a wet cloth on a heater allows the water to evaporate back into the air which means it will re-appear as condensation when the temperature drops.
- Dry clothes outside whenever possible. When drying washing inside your home, all the water from your clothes will go straight into the air and as soon as the air cools you will get condensation on your windows and walls.
- Put lids on your saucepans when you cook. This keeps steam in the pan and saves money on your fuel bill.
- Avoid the use of paraffin or bottled gas heaters. They produce lots of moisture. Burning 1 litre of paraffin puts about 1 litre of water vapour into the air which re-appears as condensation on your windows or other cold surfaces.

- If you use a tumble dryer, make sure it is vented to the outside. This will help ensure the hot, moisture filled air produced by the machine does not condense inside your home.

2. Increase the Ventilation

- Try to vent every room for short periods of time on a regular basis. Use the trickle ventilators in your windows. You need a good air flow to help get rid of moisture which is produced in your home all the time. Modern windows have trickle vents to help ventilate your home; keep these open as much as possible so damp air can escape. Open a window when cooking and after showering/bathing; boiling pans, hot baths and showers produce lots of steam. Opening a window ensures this steam condenses outside rather than inside your home.
- Do NOT block off air vents or extractor fans. Install humidity controlled extractor fans whenever possible.
- It also helps to keep your kitchen and bathroom doors shut when these rooms are in use and for about 20 minutes after to stop moist air getting into other rooms. When your kitchen, bathroom or other rooms are not in use leave doors open so heat can spread evenly through your home.

3. Allow air to circulate

- Avoid putting furniture against the outside walls of your home. The inside walls (between rooms) are always warmer and are therefore less prone to condensation. Leave a gap between the wall and the furniture so air can circulate.

4. Keep your home warm

- When moisture condenses on your walls it makes them colder; this causes you to lose heat and increases the risk of mould growing. It then takes more energy to heat your home to a comfortable temperature which costs more. Heating your home efficiently helps reduce condensation and could save money on your heating bills. Try to keep your home above 18°C (63°F) - most people find a comfortable heat is around 21°C (70°F). Condensation is more likely to occur if you let your home fall below 18°C

5. Remove mould as soon as you find it

You MUST remove mould as soon as you find it to stop it spreading and causing more damage to your home.

- The mould affected areas should be treated with a suitable proprietary mould/mildew cleaner (always follow the manufacturer's instructions).
- Use fungicidal paints and decorating materials to help alleviate recurrence of mould.

REMEMBER YOU CAN REDUCE CONDENSATION, AVOID DAMAGE AND SAVE ON HEATING COSTS BY:

- Producing less moisture
- Increasing ventilation
- Allowing air to circulate
- Keeping your home warm
- Removing mould immediately

Legionella and Landlord Responsibilities

What is Legionella?

Legionnaires' disease is a pneumonia like infection caused by Legionella bacteria, commonly through the inhalation of small droplets of contaminated water.

Landlord responsibilities

Landlords must assess and control the risk of exposure of tenants to Legionella.

Tenants should be kept informed of any control measures, regularly clean shower heads and tell the landlord if problems occur with the water system or if the water is not heating properly.

Further advice is available from the Health & Safety Executive; see

www.hse.gov.uk/legionnaires

Deposit protection

Your landlord must protect your deposit with one of three schemes, and provide you with proof, within 30 days of taking your deposit money.

Please note that lodgers have different rights to tenants, and the information on this page does not apply to you. Read our information for lodgers.

What is a deposit?

Most private landlords ask new tenants to pay a tenancy deposit to cover damage or unpaid rent. You pay a this deposit to give your landlord protection in case you leave without paying the rent or cause damage to the property or its contents.

Find out more about deposits on the [Shelter](#) website.

Make sure that you agree an inventory with the agent or landlord before or as soon as you move in. An inventory should describe everything that is provided with the accommodation, and details about the condition that the accommodation is in. It should be signed by you and the agent and will be used to compare the state of the property when you arrived, to the state of the property when you leave. Anything beyond reasonable damage may be taken from your deposit.

Do not agree an inventory that says something is in good condition when it is not, and if your landlord won't do an inventory, make one yourself.

It is a good idea to take dated photographs of any damage or wear and tear on the day you move in – that way you have proof if later the landlord claims that you caused the damage.

Find out more about inventories here:

- [Shelter](#)
- [TDS](#)
- [RLA](#)
- [Association of Independent Inventory Checks](#)
- [ARLA Property Mark Inventories](#)

Deposit protection schemes

Your landlord must protect your deposit with one of three schemes, and provide you with proof, within 30 days of taking your deposit money. These deposit protection schemes make sure at the end of your tenancy that the deposit is returned to you fairly.

The landlord must return the deposit within 10 days of agreeing with the tenant how much they will get back at the end of the tenancy. If a tenant has a dispute with their landlord, then the TDP scheme will adjudicate the dispute and allocate the amount of the deposit to be returned to the landlord and tenant based on their findings.

The landlord can choose any one of the three schemes:



Your landlord must also give you proof, in writing, that the deposit is protected, including:

- the amount of deposit paid and the property address it relates to
- contact details of your landlord or agent and deposit protection scheme used
- scheme leaflet explaining the rules
- how to get your deposit back and when deductions can be made
- what happens if you can't agree or if your landlord or agent doesn't respond

This information must be signed by the landlord or agent that you paid your deposit to. Your landlord faces penalties if they don't protect your deposit, such as.

- they will **have to pay you compensation of between 1 and 3 times the amount of your deposit.**
- [Your landlord may not be allowed to give you notice to leave in the normal way - check here for details.](#)

For further advice on deposit protection rules, please see:

- [Shelter](#)
- [DPS](#)
- [My deposits](#)
- [TDS tenant guides](#)

Alarms

Your home must have a working smoke alarm on every floor of your home. If you have solid fuel heating, your landlord must also fit a carbon monoxide detector. If there is a fire, call the Fire Brigade on 999.

At the start of your tenancy

All private landlords must make sure that working smoke alarms are fitted on each floor of their rented properties. If you have a coal or wood fire in your rented home, your landlord must also fit a carbon monoxide detector.

Your landlord must also make sure that the alarms provided are in working order at the start of any new tenancy.

Landlords who do not do this are putting your life at risk and could face prosecution.

Once you have moved in

You are responsible for checking the alarm works throughout your tenancy. If an alarm stops working, check if it needs new batteries or contact the landlord to arrange a replacement alarm.

If your landlord has not fitted alarms, you could ask your landlord to install them.

Take action

If your landlord will not fit the proper alarms, tell the council's environmental health & housing team: 01788 533 533 or by email at ept@rugby.gov.uk or you can contact Warwickshire Fire Service 01788 572 727

Electrical safety

The wiring and any electrical items supplied with your home must be safe.

Your landlord or their agent has a legal duty to make sure the wiring in your home is safe. Any electrical appliances they provide must be safe to use.

Your landlord should carry out regular visual safety checks of the electrics and appliances such as cookers, washing machines and fridges. Electrical appliances that have been checked by an electrician should have a PAT (portable appliance test) sticker on the plug. This shows the date it was tested. With the exception of some HMOs and/or licensed properties, there is no legal requirement for PAT testing

For more details, please see:

- [Electrical Safety First](#)
- [Shelter](#)

Warning

Every year injuries in UK homes are caused by faulty electrics and electrical equipment. If you live in a privately rented property, statistics show that you are at a higher risk of electric shock and almost half of all domestic fires are caused by electricity. Your landlord must fit your property with a fire alarm.

For more details, please see [Electrical Safety First](#)

Gas safety

If you have a gas supply, your landlord must give you a valid gas safety certificate when you move in. Every 12 months, a certified Gas Safe engineer must check your appliances.

If you smell gas, think you have a gas leak, or are worried that fumes containing carbon monoxide are escaping from a gas appliance, call the free Gas Emergency Services - 0800 111 999

Carbon Monoxide can kill

You can't see it, taste it or smell it but carbon monoxide (CO) can kill quickly without warning. People die from CO poisoning caused by gas appliances and flues that have not been properly installed, maintained or that are poorly ventilated. [Are you at risk?](#)

Your landlord has a number of obligations regarding gas safety:

- They must give you an up-to-date copy of the Gas Safety certificate before you move in.
- They must arrange for an annual gas safety check to be carried out every 12 months by a Gas Safe registered engineer.
- They must keep a record of the safety check for 2 years and issue a copy to each existing tenant within 28 days of the check being completed.
- They must arrange maintenance by a [Gas Safe registered engineer](#) for all pipe work, appliances and flues, which they own and have provided for your use.

For further information please see the [Health and Safety Executive's website](#)

HSE runs a free Gas Safety Advice Line offering information on gas safety that is open between 9.00am and 5.30 pm Monday to Thursday and 9am to 5pm on Friday (excluding bank holidays). To contact the Gas Safety Advice Line freephone 0800 300 363.

Take Action

If your landlord is not keeping you safe, tell the council's environmental health team on 01788 533 533 or at ept@rugby.gov.uk

Energy Supplies: Gas and Electricity information

How to switch energy supplier if you're a tenant

Under consumer protection law, if you are renting a property and are directly responsible for paying the gas and/or electricity bills, you have the right to choose your own energy supplier. Your landlord or letting agent should not unreasonably prevent this.

Can my landlord choose my gas or electricity supplier?

Your landlord has the right to choose your energy supplier only when they are directly responsible for paying for the gas or electricity.

This might include situations where your landlord:

- pays the energy supplier directly and reclaims the money from you as the tenant.
- incorporates the cost of energy within the accommodation charges.
- assumes responsibility for the supply between tenancies.

Your tenancy agreement should detail if you or your landlord are responsible for paying for the gas or electricity.

Tenant tips on switching and energy shopping

Check:

- for any clauses on energy suppliers in your tenancy agreement. There may be some circumstances when a letting agent or landlord has a preferred supplier which is set as the default supplier as part of the tenancy agreement. This is known as a 'default supplier clause'.
- If you notice a default supplier clause before you sign a tenancy agreement, talk with your landlord or letting agent to see if you can renegotiate this clause. If following this conversation you cannot change the clause, you are still entitled to switch supplier if you are responsible for paying the energy bills.
- your landlord or letting agent notifies you of any tie-ins with specific suppliers. They must do this if it applies and they should give you details at the outset of applicable tariffs and charging details.
- if you are required by a clause in the contract to tell the landlord or letting agent if you switch supplier.
- if you are required by a clause in the contract to return the account to the original supplier, or the original meters if you have them changed, at the end of the tenancy.
- your meter readings. Take a reading when you move in and move out and get these to the supplier if you are responsible for paying the energy bills, or your landlord if they are.

Further information is available at:

<https://www.ofgem.gov.uk/consumers/household-gas-and-electricity-guide/how-switch-energy-supplier-and-shop-better-deal/how-switch-energy-supplier-if-you-re-tenant>

Moving out

Landlords must follow a strict legal process if they want you to move out - and that process takes time. If your landlord or agent wants you to move out, get immediate advice.

The best way to prevent your landlord asking you to leave is to be a good tenant, look after your home and pay the rent on time.

Your tenancy agreement makes it a legal obligation for you to pay your rent on time.

If you are having difficulties paying the rent, you may well be entitled to [housing benefit](#) to help with the rent.

Please note that [lodgers have different rights to tenants](#), and the information on this page does not apply to you. Read our information for lodgers.

Ending your tenancy

There are strict rules a landlord or their agent must follow if they want a tenant to move out. These rules apply whether or not there is a written tenancy agreement, and whether or not the fixed term has ended. They apply even if the tenant has fallen behind with rent, or has in some other way broken the terms of the tenancy agreement.

If you choose to end your tenancy please ensure you take into consideration the following, remove all possessions, clean the property, take meter readings, return all keys and give a forwarding address or [set up a redirection](#) of your future post with Royal Mail's redirection service.

The rules are complicated and depend on your situation. For detail, please see visit the [Shelter](#) website.

Eviction and harassment

Your landlord or their agent can never harass you or threaten you with violence.

A landlord can never evict their tenant – only a court can do that.

The law allows a landlord or their agent to ask a tenant to leave by serving the correct legal form of notice. After this ends, if the tenant does not leave, the landlord can ask a court to order the tenant to leave. After this, the court can appoint bailiffs to evict a tenant.

If your landlord has to go to court to evict you, they can ask the court to order you to pay the costs.

If your tenancy is periodic from the beginning of the tenancy, your landlord is generally unable to evict you during the first six months.

Even if your tenancy has become periodic, your landlord cannot end it without serving formal legal notice.

Take action

If you are at risk of becoming homeless, or if your landlord is harassing or threatening you, get advice from the council's housing options <https://www.rugby.gov.uk/info/20067/housing>. For information on tenancies, please visit the [Shelter](#) website.

Help with rent arrears and your problems with paying your rent

If you cannot pay your rent, don't ignore the problem. Talk to your landlord as soon as possible. Whether the problem is caused by a change of circumstances, a budgeting difficulty, or a cut in benefits, you can take some important steps you can take to help get yourself back in control and avoid eviction.

- Talk to your landlord
- Identify the problem and work out a plan
- Reducing your monthly expenses
- Check your eligibility for help

More information is available on [The Money Advice Service](#) website.

Waste and Recycling

Recycling is one of the best ways for people to have a positive impact on the world in which we live. It's vitally important that letting agents, landlords and tenants understand the importance of recycling and their responsibilities before, during and after a tenancy.

Waste created by the tenant during their tenancy e.g. general rubbish (food, nappy waste etc.), recycling (plastic bottles, cans, paper etc.) and garden waste (grass cuttings, pruning's etc.) are the responsibility of the tenant to dispose of via the Council's domestic waste collection service using the wheeled bins provided to each property.

Domestic waste and recycling should be stored according to the Council's Waste Operational Policies in the containers provided (wheelie bin or sacks provided by the Council), which should then be put out for collection in the correct location and on the correct day. All waste must be stored safely and securely off the street unless it is collection day.

- Get information on your bin collection and recycling services, including which waste is picked up by the Council and when, and which bin it should be disposed of in. All of this information is available on the Council's website <https://www.rugby.gov.uk/>. See 'Rubbish and Recycling'.

- Think about how you intend to dispose of waste before buying new furniture, electrical goods or having a party. Burning waste, using domestic waste bins belonging to other

properties, putting waste in street litter bins, leaving extra bags of rubbish next to your black general rubbish bin or at any other location on the street is not permitted.

- Store waste bins safely and securely off the street, except for collection day.
- Any bulky waste should be disposed of by using a licensed waste carrier or by arranging for it to be collected by the Council. The Council provides a bulky waste collection service where (for a fee) items of bulky waste such as fridges, beds, televisions etc. can be removed.

The [Recycle Now website](#) will advise you on the importance of recycling. The website has a range of information and advice to ensure households recycle and do not fall foul of the rules.

Other conditions may apply for communal bins.

Landlord Responsibilities

It is the responsibility of your landlord to clear any rubbish in the property left by previous tenants.

AGENDA MANAGEMENT SHEET

Report Title: Council Tax Base 2019/20

Name of Committee: Cabinet

Date of Meeting: 7 January 2019

Report Director: Head of Corporate Resources and CFO

Portfolio: Corporate Resources

Ward Relevance: All

Prior Consultation: None

Contact Officer: Chryssa Burdett 01788 533495

Public or Private: Public

Report Subject to Call-In: Yes

Report En-Bloc: Yes

Forward Plan: Yes

Corporate Priorities: This report relates to the following priority(ies):

(CR) Corporate Resources To provide excellent, value for money services and sustainable growth

(CH) Communities and Homes Achieve financial self-sufficiency by 2020

(EPR) Environment and Public Realm Enable our residents to live healthy, independent lives

(GI) Growth and Investment Optimise income and identify new revenue opportunities (CR)

Prioritise use of resources to meet changing customer needs and demands (CR)

Ensure that the council works efficiently and effectively (CR)

Ensure residents have a home that works for them and is affordable (CH)

Deliver digitally-enabled services that residents can access (CH)

Understand our communities and enable people to take an active part in them (CH)

Enhance our local, open spaces to make them places where people want to be (EPR)

Continue to improve the efficiency of our waste and recycling services (EPR)

Protect the public (EPR)

- Promote sustainable growth and economic prosperity (GI)
- Promote and grow Rugby's visitor economy with our partners (GI)
- Encourage healthy and active lifestyles to improve wellbeing within the borough (GI)
- This report does not specifically relate to any Council priorities but

Statutory/Policy Background: The Council has a statutory duty to calculate the Tax Base for its area under The Local Authorities (Calculation of Tax Base) (England) Regulations 2012.

Summary: This report specifies the Tax Base for each part of the council's area for 2019/20.

Financial Implications: There are no financial implications for this report.

Risk Management Implications: There are no risk management implications for this report

Environmental Implications: There are no environmental implications arising from this report

Legal Implications: There are no legal implications arising from this report

Equality and Diversity: Not applicable

Options: Not applicable

Recommendation: The Tax Base for 2019/20 be approved.

Reasons for Recommendation: The Council must set a Tax Base by January 31st each year

Cabinet - 7 January 2019

Council Tax Base 2019/20

Public Report of the Head of Corporate Resources and CFO

Recommendation

The Tax Base for 2019/20 be approved.

1.1 INTRODUCTION

The Local Authorities (Calculation of Tax Base) (England) Regulations 2012 require the billing authority (Rugby Borough Council) to calculate its Council Tax Base for the following year and to notify the Tax Base to Warwickshire County Council and Police Authority by 31st January. All Parish Councils are also to be provided with the information for their particular area. The regulations prescribe the rules for making the calculations. The Tax Base is expressed in terms of an equivalent number of band D properties for the whole area and for parts of the area as appropriate.

For the purpose of Section 33 of the Local Government Finance Act 1992 and in accordance with the Local Authorities (Calculation of Tax Base) (England) Regulations 2012 the amounts calculated by the Council as its Tax Base for the whole area for the financial year beginning 1st April 2019 is 37,479.74 and for those parts of its area mentioned below shall be:

Parish of	Ansty	127.55
	Binley Woods	980.03
	Birdingbury	156.24
	Bourton & Draycote	135.05
	Brandon & Bretford	285.19
	Brinklow	447.06
	Burton Hastings	94.35
	Cawston	1,814.34
	Church Lawford	156.33
	Churchover	633.74
	Clifton-upon-Dunsmore	785.42
	Combe Fields	65.37
	Copston Magna	20.54
	Cosford	7.90
	Dunchurch	1,588.98
	Easehall	101.15
	Frankton	163.14
	Grandborough	211.48
	Harborough Magna	175.21
	Kings Newnham	28.98
	Leamington Hastings	227.10

Long Lawford	1,377.19
Marton	217.38
Monks Kirby	213.80
Newton & Biggin	398.78
Pailton	223.81
Princethorpe	171.14
Ryton-on-Dunsmore	673.53
Shilton & Barnacle	338.88
Stretton Baskerville	9.48
Stretton-on-Dunsmore	512.85
Stretton-under Fosse	98.70
Thurlaston	198.19
Wibtoft	25.81
Willey	37.77
Willoughby	188.83
Withybrook	118.67
Wolfhampcote	149.23
Wolston	980.28
Wolvey	507.02
Rugby Town Area	22,702.25
Contributions in Lieu	131.00
	<hr/>
	37,479.74
	<hr/>

Name of Meeting: Cabinet
Date of Meeting: 7 January 2019
Subject Matter: Council Tax Base 2019/20
Originating Department: Corporate Resources

DO ANY BACKGROUND PAPERS APPLY YES NO

LIST OF BACKGROUND PAPERS

Doc No	Title of Document and Hyperlink

The background papers relating to reports on planning applications and which are open to public inspection under Section 100D of the Local Government Act 1972, consist of the planning applications, referred to in the reports, and all written responses to consultations made by the Local Planning Authority, in connection with those applications.

Exempt information is contained in the following documents:

Doc No	Relevant Paragraph of Schedule 12A