

<p style="text-align: center;"><u>COMMITTEE</u></p> <p style="text-align: center;">CABINET RESOURCES</p>
<p style="text-align: center;">DATE AND TIME</p> <p style="text-align: center;">THURSDAY, 25 NOVEMBER 2004</p> <p style="text-align: center;">AT 7.00 PM</p>
<p style="text-align: center;"><u>VENUE</u></p> <p style="text-align: center;">THE TOWN HALL, THE BURROUGHS, HENDON, NW4 4BG</p>
<p style="text-align: center;"><u>PLEASE NOTE</u></p> <p>Agenda items 5 and 14 – Dollis Valley Estate Regeneration, (public and exempt) were deferred from the previous meeting. Will Members please bring to this meeting the previously circulated reports.</p>

TO: MEMBERS OF THE CABINET RESOURCES COMMITTEE (Quorum 3)

Chairman: Councillor Anthony Finn

Councillors:

Melvin Cohen

Mike Freer

Matthew Offord

Victor Lyon

Roy Goddard
Head of Committee

Democratic Services contact:
Nick Musgrove, tel. 020 8359 2024

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Town Hall
Hendon, NW4 4BG

ORDER OF BUSINESS

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2.	ABSENCE OF MEMBERS	–
3.	DECLARATION OF MEMBERS' PERSONAL AND PREJUDICIAL INTERESTS	–
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4.	Use of Section 106 monies designated for economic development purposes: Strategic Development Unit	1 – 5
5.	Dollis Valley Estate regeneration – underwriting agreement with Warden Housing Association	Previously circulated
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12.	ANY OTHER ITEMS THAT THE CHAIRMAN DECIDES ARE URGENT	
13.	MOTION TO EXCLUDE THE PRESS AND PUBLIC:- That under Section 100A (4) of the Local Government Act 1972 the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Act shown in respect of each item: <div style="text-align: right;">Exemption category</div>	
	Report of the Cabinet Member for Housing, Neighbourhoods and Community Safety	
14.	Exempt Information relating to item considered in public session: Dollis Valley Estate Regeneration – Underwriting Agreement with Warden Housing Association:	7,9 Previously circulated

Item No.	Title of Report	Page Nos.
15.	Exempt Information relating to item considered in public session: Sale of Park House, 16 High Road N2	7,9 133 – 141
16.	ANY OTHER EXEMPT ITEMS THAT THE CHAIRMAN DECIDES ARE URGENT	-

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AGENDA ITEM: 4 Page nos. 1 – 5

Meeting	Cabinet Resources Committee
Date	25 November, 2004
Subject	Use of Section 106 monies designated for economic development purposes: Strategic Development Unit
Report of	Cabinet Member for Regeneration & Development
Summary	<p>Section 106 (S106) contributions valued at £470,499 and designated specifically for economic regeneration purposes, have been received by the Council from developers. A strategy is being drawn up to apply these monies with the objective of realising substantial community benefits and maximising opportunities arising from major developments in the borough. The resourcing of strategy development will be achieved by allocating £128,780 to funding the work of the Strategic Development Unit (SDU). The balance of £341,710 will be used to implement the strategy through project working and underpin partnership development with key agencies. The proposed strategy and key implementation projects will be subject of further reports and Member approval.</p>

Officer Contributors	Alison Young, Head of Strategic Development Unit
Status (public or exempt)	Public
Wards affected	All Wards
Enclosures	Summary of Relevant S106 monies
For decision by	Cabinet Resources Committee
Function of	Executive
Reason for urgency / exemption from call-in	N/A

Contact: Alison Young, Head of Service, Strategic Development Unit, 020-8359 7277

1. RECOMMENDATIONS

- 1.1 That S106 monies identified as designated for purposes that fall within the definition of economic development, totalling £470,499, be used to resource the Strategic Development Unit to develop strategy in support of the Council's corporate priorities and the Community Plan in this area and to fund subsequent projects to implement the approved strategy.**
- 1.2 That it be noted that the proposed strategy or strategies and associated key projects will be brought to Cabinet for approval.**
- 1.3 That £96,580 p.a. funded as outlined in paragraphs 5.2 and 5.3 of the report, be made available to provide two additional posts in the SDU (relevant to the scope of the named legal agreements) and to expand the grade structure of existing posts, in order to equip the unit to deliver the Council's priorities.**

2. RELEVANT PREVIOUS DECISIONS

- 2.1 Previous planning consents and S106 agreements referred to in the attached table.

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

- 3.1 Corporate Plan 2004/5 – 2007/8: The Cricklewood, Brent Cross and West Hendon project (C, BC & WH) is one of the Council's key objectives, with significant construction targets for 2007.
- 3.2 The Council seeks to achieve its five priorities by working with local communities, regional agencies and the business sector. Where this has wider regenerative benefits this work is led by the SDU.
- 3.3 Community Plan (2003-2006): states that the C, BC & WH scheme is a key priority and that the Council must promote the borough, work with businesses and engage in economic development. The SDU leads these activities.
- 3.4 Audit Commission, Regeneration Inspection Report, August 2004: stated that recruitment difficulties have "impacted on the effectiveness of the SDU" and that these must be redressed.

4. RISK MANAGEMENT ISSUES

- 4.1 Loss of Resources: - of the receipts in question, one of the S106 agreements totalling £45,000 would potentially be lost if uncommitted by January 2005.
- 4.2 Influencing and capturing the community benefits offered by large capital schemes:
 - There are significant opportunities for a broad range of community and economic benefits arising from major developments currently taking shape in the borough. It will be very difficult for the Council to sustain the significant progress it has already made towards achieving its goals, and to realise these additional, potential benefits, without further resources for the SDU.
- 4.3 Appropriate use of S106 monies: – legally S106 monies must be used for the purposes agreed with the developer as set out in the agreements. Any monies spent will be in accordance with the terms of the agreements referred to in the

attached S106 schedule and will be subject to regular monitoring and an audit trail. The proposed strategy, or strategies, and key projects will be brought to Cabinet for approval. In order to meet both the S106 requirements and the Council's objectives, it is anticipated that key areas of activity will include: master planning; development of town centre strategies for appropriate localities; skills development and employment and training projects. In respect of education issues, strategic work will include support to the emerging strategy for 14-19 year olds, including the development of vocational opportunities in order to address the lack of work based learning provision in Barnet, as identified by Barnet's 14-19 Strategy Group.

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

- 5.1 Strategy development and implementation will be led by the SDU. In order to resource such work properly, two new officers (one senior and one principal officer) will be appointed to realise opportunities and benefits related to proposed major schemes, and in particular to bring forward the community benefit content of the Cricklewood and Brent Cross scheme. In a very tight recruitment market, in order to attract the high-calibre staff necessary to work on such multi-faceted and complex projects, the grade structure of posts within the team has been expanded to give the SDU a more competitive edge in recruitment. Budget and funding details are as outlined in the table below.

	£
Review of grade structure	16,280
Additional principal officer	44,700
Additional senior officer	35,600
Additional salary costs - Total	96,580

- 5.2 A review of the work of the unit has established that it is appropriate that a third of the additional costs as detailed in 5.1 above (some £32,190 p.a), will be in establishing regeneration projects and can be capitalised, as permitted under the Housing Capital Financing Regulations. The team's work will be instrumental in bringing forward at least 30 per cent of affordable housing units on major schemes, especially at Brent Cross and Cricklewood.
- 5.3 The remaining two thirds of the unit's increased staffing costs can appropriately be funded from S106 monies to enable the team to work on establishing and building workable strategies for projects and initiatives in partnership with other agencies. Funding the remaining two-thirds of the additional staffing costs for two years from S106 monies (identified in para 7.2 and table) will earmark £128,780 of this deposit. This would leave a balance of £341,710 of the S106 monies for implementation of those projects in line with the terms of agreements and with Council objectives.
- 5.4 In terms of any IT implications, an additional workstation, including computer terminal, will be required for each new staff member.

6. COMMENTS, IF ANY, OF THE COUNCIL'S STATUTORY OFFICERS (Head of Paid Service, Chief Finance Officer, Monitoring Officer)

- 6.1 None

7. BACKGROUND INFORMATION

- 7.1 The SDU plays a major role in facilitating community benefits and building and nurturing partnerships to ensure effective implementation. However, comparisons drawn with other London schemes, for example the King's Cross Regeneration scheme, show that the SDU is under-resourced for the size and complexity of the schemes.

Since its inception in 2002, the unit has experienced difficulty in recruiting and retaining professionally qualified staff. These recruitment difficulties, arising partly from a very tight recruitment market and partly from the extremely complex nature of the work, which requires highly skilled and experienced individuals, has significantly impacted on the Council's capacity to deliver key objectives.

- 7.2 S106 contributions valued at £470,499 and designated specifically for economic regeneration purposes, have been received by the Council from developers (see detailed table). As stated before, legal disbursement of monies would require legitimate spend in accordance with the terms of the agreement with the developers. This proposal will provide an important framework to ensure that S106 monies already received are correctly and effectively utilised and that the Council will be able to develop appropriate policies and strategies to ensure that subsequent potential funding is secured and opportunities are maximised in the future. The SDU will develop strategy and partnerships, build capacity and scope and bring about implementation of key projects. Therefore, this proposal provides a legitimate and constructive use for the funding.

- 7.2.1 Members may also wish to note that the SDU has been successful with developers where other authorities have failed in securing £1.5m from the Cricklewood Development Partnership. However, due to the immense cost of bringing forward a planning application no further funding to resource the team is available from this source.

8. LIST OF BACKGROUND PAPERS

- 8.1 Regeneration, London Borough of Barnet, Inspection Report, the Audit Commission August 2004

MO: CH
BT: JO

Relevant Section 106 Monies Received Relating to Economic Development

Name of agreement	Date of agreement	Amount available	Expiry date for using the money	Details of payment allocation
Nortel Networks – Bruswick Rd Sth [ref 115]	30 th July 2001	£45,000 (uncommitted in account)	3 years from receipt i.e. Jan 05	Designated for skills training and economic initiatives, including a job brokerage service.
Safeway Tilling Road [ref 105]	1 st May 2001	£185,110 (uncommitted in account)	None specified	To support regeneration and accessibility in the local area
1 Oakleigh Rd South, N11 [ref 125]	21 st Dec 2001	£28,190 (uncommitted in account)	5 years from receipt or return with interest. (December 2006)	For the provision of training, education and employment initiatives
416/418 Oakleigh Road North N20 [ref 152]	15 Oct 2002	£50,000 (uncommitted in account)	Within 5 years of receipt or returned with interest. (14 th Oct 2007)	Contribution towards employment initiatives within the locality.
Oak Lane, N2 Lucas/ CAV site [ref 10]	7th Dec 1994	£94,298 (uncommitted in account)	None specified	for the furtherance of employment opportunities in the borough; the maintenance of open space; and highway and environmental improvements.
Station Approach, New Barnet [ref 67]	27th Jun 2000	£67,901 uncommitted in account)	None specified	Provision of economic, employment and town centre initiatives to meet increased demand from occupation of the development
TOTAL		£470,499		

AGENDA ITEM: 6

Page nos. 1 – 5

Meeting	Cabinet Resources Committee
Date	4 th November 2004
Subject	Dollis Valley estate regeneration – Underwriting agreement with the Home Group Ltd (Warden Housing Association)
Report of	Cabinet Member for Housing, Neighbourhoods & Community Safety
Summary	The report details the underwriting agreement between the Council and Warden HA for the Dollis Valley estate

Officer Contributors	Regeneration Manager, Borough Treasurer.
Status (public or exempt)	Public (with a separate exempt section)
Wards affected	Underhill
Enclosures	None
For decision by	Cabinet Resources Committee
Function of	Executive
Reason for urgency / exemption from call-in (if appropriate)	Not Applicable

Contact for further information: Jon Lloyd-Owen x7126

1 RECOMMENDATIONS

- 1.1 That approval be given to enter into the proposed underwriting agreement with Warden Housing Association**

2. RELEVANT PREVIOUS DECISIONS

- 2.1 At its meeting on 1 December 2003 the Cabinet resolved the following:

“That the Council enter into further negotiations with Warden Housing Association for the regeneration of the Dollis Valley estate in order to consider possible amendments to the two schemes under consideration.”

- 2.2 It was noted that underwriting provisions were anticipated in relation to Warden HA master planning and related costs . It was also clearly noted that these would be on the basis of risk-sharing between the Council and Warden Housing Association.
- 2.3 On 27th September 2004 the Cabinet agreed to endorse Warden Housing Association as its preferred partner to take forward the regeneration of the Dollis Valley estate.

3 CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

- 3.1 The proposed regeneration will help towards meeting the Council’s obligations to achieve decent homes standards by 2010.

- 3.1 The proposal supports the corporate policy of “Putting the Community First”, and contributes to the five key Priorities for our Community in the Corporate Plan:

- 3.2 A First Class Education Service: Each of the bidders proposed radical changes to Barnet Hill Primary and proposed working with further education providers and contractors to provide a first class education service and good quality opportunities to learn and strengthen business success and the health and quality of life of the residents.

- 3.3 Tackling Crime: The bids promoted community safety through “Secure by Design” principles

- 3.4 Supporting the Vulnerable in our Community:Regeneration of priority estates is one of the keys for helping the diverse members of the community to participate in shaping their future and accessing wider opportunities.

- 3.5 A Cleaner Greener Barnet: The bidders were encouraged to use the adjacent green belt to improve the vista for residents and incorporate access to the green belt from the regenerated estate

- 3.6 Repairing Roads and Pavements: The proposals allow for the renewal and replacement of the existing highway infrastructure and for improvement to public transport services.

4 RISK MANAGEMENT ISSUES

- 4.1 Similar agreements in respect of projects at Grahame Park and Stonegrove have been underwritten against the value of surplus land on those estates. As with West Hendon, this is not available and it is proposed that these costs be underwritten against the Housing Revenue Account (HRA) working balance.
- 4.2 The budget estimate and capped amount to be underwritten is £1,300,000 inclusive of VAT.
- 4.3 Should this be called upon, it will impact on the proposed investment towards meeting Decent Homes standards in the Council's housing stock and generally supporting the HRA for financial years 2004/05 to 2006/07.

5 FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

- 5.1 Details of the amounts involved are included in the report containing exempt information
- 5.2 This agreement will commit the Council to underwriting up to a maximum of £1.3m. Comparable underwriting provisions have been agreed for the Grahame Park, Stonegrove & Spur Rd and West Hendon regeneration projects.
- 5.3 The maximum total value of the underwriting agreements to date is £4.49m. If the Dollis valley agreement is entered into, this takes the maximum commitment to some £5.79m. However, the agreements for Stonegrove & Spur Road and Grahame Park contain the opportunity to meet those underwritten sums from the value of land released by the relevant regeneration schemes. This could fund up to £3.19m of the overall commitment.
- 5.4 The ultimate source of any remaining funds necessary to meet the residual sums required for the overall underwriting provision would be the Housing Revenue Account (HRA) working balance. The forecast of the HRA balance position at the end of 2004-05 currently stands at £5.4m and current good practice means we assume a minimum requirement of £2m. However a full monitoring exercise is currently underway on the HRA and this will update the balances position. Alternative funding can also be considered around opportunities presented by the new housing capital financing regulations.
- 5.5 Regular risk assessment appraisals for the existing underwriting commitments are carried out and these have been used to establish the context for this final underwriting agreement.

6 COMMENTS, IF ANY, OF THE COUNCIL'S STATUTORY OFFICERS (Head of Paid Service, Chief Finance Officer, Monitoring Officer)

6.1 Comments have been incorporated within the main body of the report

7 BACKGROUND INFORMATION

- 7.1 Following the decision of Cabinet on 1st December 2003, the Council entered into further negotiations with Warden Housing Association. These negotiations have now reached a stage where more detailed work and extensive consultation needs to take place. On 1st July 2004 Warden Housing Association became a division of the Home Group Ltd, therefore the underwriting agreement will be made directly with the parent company.
- 7.2 Over the next period the masterplan will be developed in consultation with residents to the point of submission of an Outline Planning Application by June 2005.
- 7.3 Warden Housing Association has incurred substantial expense to date and the next stage in the project's development will involve the expenditure of considerable resources, including a large proportion of costs on external consultants. Warden Housing Association currently has no contractual relationship with the Council and has been proceeding entirely at risk.
- 7.4 Over the next period it is intended to negotiate a detailed Principal Development Agreement that will establish a contractual relationship between the Council and the consortium which will be reported to Members for agreement in 2005/06.
- 7.5 In the interim, it is proposed to enter into an underwriting agreement. This will commit to a sharing of risk between the Council and its selected partner and provide for certain costs to be underwritten in specific circumstances that are substantially outside of Warden Housing Association's control.
- 7.6 The Underwriting Agreement will exclude costs relating to Warden HA's own personnel and services, with the exception of dedicated project staff. The primary costs eligible to be underwritten will relate to third party consultants, their fees and disbursements.
- 7.7 Warden HA has provided a breakdown of its own projected costs, its budgeted costs for third party consultants and cost incurred to date and this is provided in the Exempt Report. The Council has engaged construction cost consultants Davis Langdon to carry out an initial review of the projected costs.
- 7.8 It is envisaged that the circumstances under which payments may become due under the Agreement would be the following:
- Outline Planning Consent – Provided the consortium has used its reasonable endeavours, the Council would commit to underwrite a proportion of eligible costs in the event that outline planning consent was not obtained.

- Compulsory Purchase Order (CPO) – In the event that the Council decides to use a CPO to purchase certain leasehold and freehold interests to enable the scheme the Council will be responsible for the CPO's promotion and for setting out the case for its approval. The decision on whether to approve a CPO is reserved to the Secretary of State. If the CPO was required for the scheme to proceed and was not confirmed the Council would commit to underwrite a proportion of eligible costs.
- Council withdrawal from the project – Until a Principal Development Agreement is in place the Council will agree to underwrite eligible costs in the event that it withdraws from the project and its partnership with Warden HA .
- Failure to gain resident support for the regeneration proposals. Following development of the masterplan, management and associated proposals a survey to establish residents support will be held. If residents do not support the proposals a proportion of the costs will be underwritten

7.9 Warden HA also indicated their willingness to underwrite a certain proportion of the Council's costs relating to third-party consultants (e.g. external legal advisers), in the event that they unreasonably withdraw from the project.

8 LIST OF BACKGROUND PAPERS

None

MO: POJ
BT: JO

AGENDA ITEM: 6

Page nos. 6 – 9

Meeting	Cabinet Resources Committee
Date	25 November 2004
Subject	Sale of Park House, 16 High Road, N2
Report of	Cabinet Member for Resources
Summary	To report the results of the marketing and informal tender process and to recommend the acceptance of one of the offers.

Officer Contributors	Dave Stephens, Chief Valuer and Development Manager
Status (public or exempt)	Public – with a separate exempt report
Wards affected	East Finchley
Enclosures	None
For decision by	Committee
Function of	Executive
Reason for urgency / exemption from call-in (if appropriate)	N/A

Contact for further information: Dave Stephens, Chief Valuer and Development Manager.

Tel : 020 8359 7353

1. RECOMMENDATIONS

- 1.1 That the unconditional offers from Sherm Properties Limited for the freehold acquisition of Park House subject to the existing temporary tenancy be accepted and the Borough Solicitor be instructed to complete the matter in a form to his approval.**
- 1.2 That an appropriate sum be vired from the fees element of the transaction to make up any short-fall in the funding of the Master Development Plan for the Hendon Town Hall environs project.**

2. RELEVANT PREVIOUS DECISIONS

- 2.1 Cabinet 19 January 2004 – agreed that Park House should be offered for freehold sale on the open market and that agents be appointed to act on the Council's behalf.
- 2.2 Delegated powers report 18.2.04– appointment of CB Richard Ellis to act as the Council's marketing agent. Instructions were subsequently withdrawn for non-performance.
- 2.3 Delegated powers report 26.4.04 – Grant of a short-term lease of the premises to Hampstead Garden Suburb Institute
- 2.4 Delegated powers report 30.7.04 – appointment of FPD Savills to act as the Council's marketing agent in place of CB Richard Ellis
- 2.5 Cabinet 27 September 2004 – in connection with the preparation of a Master Development Plan for the lands around Hendon Town Hall agreed to the costs thereof being met from the rental income from the letting of Park House to the Hampstead Garden Suburb Institute.

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

- 3.1 The Corporate Plan commits the Council to “plan and manage land use and development in Barnet to enhance the quality of life and provide tangible benefits for the community. The proposals in this report do this by achieving from the sale of land a capital receipt which can be used to assist in funding the capital programme.

4. RISK MANAGEMENT ISSUES

- 4.1 Until contracts are exchanged Sherm Properties Limited could withdraw its offer. However, its offer is only marginally better than the next offer and therefore the Council has a fall-back option.

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

- 5.1 There will be a receipt of the capital sum referred to in the exempt report together with the contribution towards fees and costs.
- 5.2 By accepting the Sherm Properties Limited offer the Council will be foregoing the balance of the rent being paid by the Hampstead Garden Suburb Institute as set out in the exempt report. As this rent was to be used to fund the cost of the preparation of a Master Development Plan for the Hendon Town Hall environs it will be necessary for any

short-fall in the rent arising from an early sale of Park House to be made up by a virement of an appropriate sum from the fees element of the transaction.

5.3 There are no staffing or ICT issues. The property issues are as set out below.

6. COMMENTS, IF ANY, OF THE COUNCIL'S STATUTORY OFFICERS (HEAD OF PAID SERVICE, CHIEF FINANCE OFFICER, MONITORING OFFICER)

6.1 None

7. BACKGROUND INFORMATION

7.1 The Council's agents, FPD Savills marketed the property widely and invited informal offers to be submitted by 1st October 2004. Offers were invited upon an unconditional basis or on a subject to planning basis. The former were asked to include overage provisions whereas the latter were asked to provide plans, drawings and a delivery programme. The successful purchaser is to pay a contribution towards the Council's fees and costs equivalent to 3% of the purchase price.

7.2 By the closing date 34 offers had been received from 30 tenderers (three tenderers putting in more than one offer) plus two late bids. Despite the bid being late the Council is obliged to give it consideration. 12 of the offers are unconditional and 24 are subject to the grant of planning permission. The offers are set out in the exempt report.

7.3 FPD Savills have carried out due diligence enquiries and provided a report on their findings. This report includes their recommendations. Extracts from that report are set out below and in the exempt report.

Due to the importance of the building, and the requirement to achieve best consideration under Section 123 of the Local Government Act 1972, we have looked carefully at each submission in an attempt to identify the best overall proposals in terms of price, stewardship, track record and financial position. We [have therefore provided details and our recommendations on] the top bidders in terms of financial consideration for both the unconditional and subject to planning offers (NOTE: the detailed comments upon each of the top bidders are set out in the exempt report).

CONCLUSIONS

Having annotated the strongest financial offers on both an unconditional and subject to planning basis above, there is not a wide financial difference in the bids be it on an unconditional or conditional basis. Clearly the best two offers have been submitted on a conditional basis, but these are only marginally in excess of that of the top offer provided on an unconditional basis.

In light of the length of time that a planning application may take, and given the density of the schemes proposed by the highest conditional offers, we are of the opinion that it would be prudent for the Council to consider accepting the highest unconditional offer submitted by Sherm Properties Ltd in the sum [set out in the exempt report] on the basis of an immediate exchange of contracts and an early completion, with Sherm dealing with the existing lease.

As detailed, given the offer of immediate exchange of contracts by Sherm Properties, we will be able to quickly establish whether this purchaser is serious and will proceed to an exchange of contracts in order that time and impetus in the sale is not lost.

In the event that Sherm Properties do not perform, this leaves a somewhat bigger question for the Council to determine whether they would wish to enter into a subject to planning deal, or endeavour to pursue the faster route of an unconditional contract. Clearly, in the absence of comments from the Planning Department, FPD Savills are unable to make this decision for the Council. However, we would relish the opportunity of meeting with the Planners to establish the likelihood of obtaining consent on each of the five top offers submitted on a conditional basis, whereafter we can provide the Council with advice as to whether this is a route they should pursue.

- 7.4 For the reasons set out in the exempt report, officers concur with the recommendation by FPD Savills that the unconditional offer from Sherm Properties Limited be accepted.
- 7.5 The Hampstead Garden Suburb Institute currently has a lease of Park House at the rent set out in the exempt report. The lease, which is excluded from the provisions of Sections 24 to 28 of the Landlord and Tenant Act 1954 (thus, the tenant has no right to the grant of a new tenancy) expires on 30th September 2005. The offer from Sherm Properties Limited is on the basis that the property will be acquired with the lease to the Institute still in place.

8. LIST OF BACKGROUND PAPERS

- 8.1 None

MO: DP
BT: CM

AGENDA ITEM: 7 Page nos.10 – 75

Meeting Cabinet Resources Committee
Date 25 November 2004
Subject **Fees and Charges: Highways & Design,
Planning and Environmental &
Neighbourhood Services**
Report of Cabinet Member for Resources
Summary To approve the increase in fees and charges for Highways and
Design and Environment Services

Officer Contributors Lynn Bishop, Deputy to Head of Highways and Design
Status (public or exempt) Public
Wards affected All
Enclosures Appendix A – Highways; Appendix B – Parking; Appendix C –
(Circulated separately) Building Control; Appendix D – Environmental Services;
Appendix E – Greenspaces; Appendix F – Street Enforcement
Services; Appendix G – Planning
For decision by Cabinet Resources Committee
Function of Executive
Reason for urgency /
exemption from call-in (if
appropriate) N/A

Contact for further information: Lynn Bishop, Deputy to Head of Highways and Design
020 8359 7557

1. RECOMMENDATIONS

- 1.1 That the fees and charges detailed in the Appendices attached to the report be approved.**

2. RELEVANT PREVIOUS DECISIONS

- 2.1 Cabinet Resources Committee 23 September 2004 Decision no 6.

1 that increases in fees and charges in line with the Financial Forward Plan be approved by Heads of Service in consultation with the Cabinet Member for Resources, and that these increases be implemented from 1 January each year, with only limited exceptions to those being increased from 1 April.

2 that increases in fees and charges above the rate assumed in the Financial Forward Plan be approved by Cabinet Resources Committee, and that these increases be implemented from 1 January each year, with only limited exceptions to those being increased from 1 April.

- 2.2 Head of Highways and Design Fees and Charges Delegated Powers report, which came into force on 27 January 2004.

- 2.3 Heads of Environment, Neighbourhood Management and Planning Fees and Charges Delegated Powers Report, which came into force on 27 January 2004.

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

- 3.1 None.

4. RISK MANAGEMENT ISSUES

- 4.1 Failure to increase fees and charges adequately will create pressures on other Council budgets.

- 4.2 The projected income figures are based on current levels of demand, which have been projected forward to anticipate future levels of take-up. Initially there may be a short period of reduced income, which would be representative of a show of dissatisfaction from residents, about levels of charging.

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

- 5.1 The impact of increased fees and charges will be taken into account in the 2004/2005 - revenue monitoring and the 2005/2006 forward plan process.

6. COMMENTS, IF ANY, OF THE COUNCIL'S STATUTORY OFFICERS (HEAD OF PAID SERVICE, CHIEF FINANCE OFFICER, MONITORING OFFICER)

- 6.1 None

7. BACKGROUND INFORMATION

- 7.1 Fees and charges are normally increased annually 1 January. The level of increase being delegated to Heads of Service in consultation with Cabinet Member for Resources but increases exceeding the rate assumed in the Financial Forward Plan need to be

reported to Cabinet Resources Committee. The average level of increase is 5% Some increases are higher where it is known that the full cost is not presently being recovered or present charges do not reflect market rates.

- 7.2 The proposed new fees and charges are set out in Appendices. All proposed increases have been included whether or not the rate is above that assumed in the Financial Forward Plan.
- 7.3 It is proposed to increase the majority of fees and charges from 1 January 2005 and 1 April 2005 for limited exceptions.

8. LIST OF BACKGROUND PAPERS

- 8.1 None

MO - MM

BT – PA

Schedules of Fees and Charges

Circulated separately

For copies contact Nick Musgrove
020 8359 2024

Highways & Design Services

APPENDIX A

Highways Group -

Fees and Charges 2004-2005

SERVICE	CHARGE PAYABLE BY	TYPE OF CHARGE	CURRENT CHARGE 2004/2005	VAT	Unit	PROPOSED CHARGE 1 Nov 2004	COMMENT
HIGHWAYS							
Consideration of a request to construct a vehicle crossing over footways and verges or crossing markings.	Individual Applicant	Admin. Fee	£50.00	N	Each	£75.00	See Note 1
Ditto , but in conjunction with the council's planned footway works programme		Admin. Fee	£31.50	N	Each	£75.00	See Note 1
Crossovers which require the removal or alteration of parking bays within a CPZ. - Public Consultaion/Advertising Ditto - removing and remarking parking bay	Individual Applicant	Fee		Y		£500.00	
	Individual Applicant	Fee	£350.00	Y		£350.00	
Enquiries on Highway matters requiring an official response	Individual Applicant	Admin. Fee	£60.00	N	Each	£150.00	Minimum charge, additional charges may be incurred. See Note 8
Work directed under the Highways Act 1980: Pre-approval meeting to discuss the scope of adoptable highway works in connection with new roads within proposed developments	Developer / applicant	Fee	N/A	N	Each	£400.00	These works include all adoptable highway related items under all related sections of the Highways Act 1980
Section 38 Highway Work : Technical Approval of Highway Layout & Construction Details and the Supervision of adoptable highway works in connection with new estate roads offered for adoption	Developer	Fee	10.00%	N	Each	15% - increased to 20%	These works are carried out under Section 38 of the Highways Act 1980 by Agreement. See Note 7. Higher fee percentage figure used when works cost is under £400,000
Section 278 Highway Work: Technical Approval of Highway Layout & Construction Details and the Supervision of highway works on the public highway undertaken by the developer and necessitated by the new development.	Developer	Fee	10.00%	N	Each	15% - increased to 20%	These works are carried out under Section 278 of the Highways Act 1980 by Agreement. See Note 7. Higher fee percentage figure used when works cost is under £400,000
Section 106 Highway Works: Technical Approval of Highway Layout & Construction Details and the Supervision of highway works undertaken by the developer on the public highway.	Developer	Fee	10.00%	N	Each	15% - increased to 20%	These works are carried out under Section 106 of the Town & Country Planning Act 1990 by Agreement. See Note 7. Higher fee percentage figure used when works cost is under £400,000

Highways & Design Services

APPENDIX A

Highways Group -

Fees and Charges 2004-2005

SERVICE	CHARGE PAYABLE BY	TYPE OF CHARGE	CURRENT CHARGE 2004/2005	VAT	Unit	PROPOSED CHARGE 1 Nov 2004	COMMENT
Minor Offsite Highway Works: Technical Approval of Highway Layout & Construction Details and the Supervision of highway works on the public highway for minor offsite highway works necessitated by the new development.	Developer	Charge	£1,750.00	N	Each	£2,250.00	Under Section 184 of the Highways Act 1980. The charges relate to each access created or closed. See Note 7
Highway Licences: Processing of Licences under the Highways Act 1980 on new developments (i.e. under Sections 142;177;179;181 etc.).	Developer	Charge	£2,000.00	N	Each	£2,750.00	See Note 7
Processing of Stopping Up Order Under Section 247 of Town & Country Planning Act 1990	Developer	Charge	£2,750.00	N	Each	£3,500.00	Initial fee per application, additional charges may be incurred. See Note 7
Processing of Stopping Up Orders Under the Highways Act 1980	Developer	Charge	£5,000.00	N	Each	£5,500.00	Interim fee, additional charges may be incurred. See Note 7
The amendment of an existing traffic order to take into account changes required by the Developer or to comply with any planning decision requirements	Developer	Charge	N/A	N	Each traffic order	£1,000.00	New charge for 2005/2006. Costs of altering signs, lines and equipment will be an additional charge. See Note. 4
RECHARGEABLE WORKS							
Bollards- Illuminated	Individual Applicant	Service Cost	£435.00	N	each	£456.00	Contractual increase see Note 3 & Note 4

Highways & Design Services

APPENDIX A

Highways Group -

Fees and Charges 2004-2005

SERVICE	CHARGE PAYABLE BY	TYPE OF CHARGE	CURRENT CHARGE 2004/2005	VAT	Unit	PROPOSED CHARGE 1 Nov 2004	COMMENT
Lamp Columns- Large	Individual Applicant	Service Cost	£1,601.00	N	each	£1,680.00	Contractual increase see Note 3 & Note 4
Lamp Columns-Small	Individual Applicant	Service Cost	£1,168.00	N	each	£1,225.00	Contractual increase see Note 3 & Note 4
Speed Limits signs- Illuminated	Individual Applicant	Service Cost	£896.00	N	each	£940.00	Contractual increase see Note 3 & Note 4
Traffic Island- complete	Individual Applicant	Service Cost	£1,543.00	N	each	£1,660.00	Contractual increase see Note 3 & Note 4
Vehicle Crossing- Markings	Individual	Service Cost	£80.00	N	upto 5m	£100.00	Contractual increase see Note 3 & Note 4
Vehicle Crossing- Markings for each additional 5.00 metres or part thereof.	Individual	Service Cost	£10.00	N	each 5m after	£20.00	Contractual increase see Note 3 & Note 4
Replumb column	Individual	Service Cost	£64.00	N	each	£100.00	Contractual increase see Note 3 & Note 4
Refix existing bollard	Individual	Service Cost	£44.00	N	each	£50.00	Contractual increase see Note 3 & Note 4
Zebra Beacon	Individual	Service Cost	£924.00	N	per beacon	£975.00	Contractual increase see Note 3 & Note 4
Provide traffic flow data from automatic traffic counters or previously conducted manual counts	Individual Applicant	Service Cost	N/A	N	each	£300.00	
Approval to carry out a traffic count on borough roads	Individual Applicant	Service Cost	N/A	N	each	£250.00	Additional charge of £50/day after the first three days
Anything done to restrict or prohibit traffic on a road in order to carry out works on or near the road. Includes making temporary traffic orders, advertising, providing notification of the restrictions and making, erecting, maintaining diversion signs, barriers etc. to implement the road closure and removal thereof.	Individual Applicant/Public Utility Co	Service Cost	£1,800.00	N	per Order	£3,000.00	Fixed fees for making temporary traffic Order to be charged at £500.00 for activities covered in the Co-ordination Code of Practice Para 7.3.21 & 22. Includes for maintaining signs for 3 months. Additional charges to apply beyond 3 months. Includes for up to 6 signs - additional charge of £500 per sign thereafter
Anything done to temporarily restrict or prohibit traffic in order to carry out works on or near the road. Includes site meetings,making and advertising temporary traffic orders and erecting street notice. Excludes signs/road markings.	Individual Applicant/Public Utility Co	Service Cost	£850.00	N	per Order	£1,500.00	Fixed fees for making temporary traffic Order to be charged at £350.00 for activities covered in the Co-ordination Code of Practice Para 7.3.21 & 22. Fee applies for three months, additional fee thereafter of £150 per month

Highways & Design Services

APPENDIX A

Highways Group -

Fees and Charges 2004-2005

SERVICE	CHARGE PAYABLE BY	TYPE OF CHARGE	CURRENT CHARGE 2004/2005	VAT	Unit	PROPOSED CHARGE 1 Nov 2004	COMMENT
Consideration of a request to place a traffic sign to indicate the route to specified land or premises and the placing of such a sign.	Individual Applicant or Commercial/ Business	Admin. Fee	£100.00	N	per sign	£250.00	Fee for all non-profit making groups to be £125
Provide a temporary power supply including works	Individual Applicant/Public Utility Co	Service Cost	N/A	N	per sign	£350.00	
Ditto above but works by others	Individual Applicant/Public Utility Co	Service Cost	N/A	N	per sign	£95.00	
Issue a licence under the Highways Act 1980 for a third party to excavate in the public highway to provide a temporary power supply	Individual Applicant/Public Utility Co	Service Cost	N/A	N	per licence	£150.00	Licence issued per location
Anything done in connection with a special temporary waiting restriction for special events.	Individual Applicant	Admin. Fee	Actual	N	per Order	£150 min.	
NEW ROADS AND STREET WORKS ACT 1991							
Sampled Inspections	Public Utility Co	Statutory	£20.00	N	Inspection	£20.00	See Note 6
Defect Inspection	Public Utility Co	Statutory	£40.00	N	Inspection	£40.00	See Note 6
Investigations	Public Utility Co	Statutory	£20.00	N	Inspection	£20.00	Generated by the Police or public report See Note 6
Works without excavation - all categories	Public Utility Co	Statutory	N/A	N	per day of overrun	N/A	Regulations determine that a charge cannot be levied against works without excavation
Minor works - Reinstatement	Public Utility Co	Statutory	£500.00	N	per day of	£500.00	Max 3 days including prescribed period
Minor works - Reinstatement Category 3 & 4	Public Utility Co	Statutory	£100.00	N	per day of overrun	£100.00	Max 3 days including prescribed period See Note 5, and Note 6
Emergency / Urgent works - Above Cat 3	Public Utility Co	Statutory	£500.00	N	per day of overrun	£500.00	See Note 5, and Note 6
Emergency / Urgent works -	Public Utility Co	Statutory	£100.00	N	per day of	£100.00	See Note 5, and Note 6
Other works including remedial works	Public Utility Co	Statutory	£2,000.00	N	per day of	£2,000.00	See Note 5, and Note 6
Other works including remedial works Category 3 & 4	Public Utility Co	Statutory	£250.00	N	per day of overrun	£250.00	See Note 5, and Note 6

Highways & Design Services

Highways Group - Fees and Charges 2004-2005

APPENDIX A

SERVICE	CHARGE PAYABLE BY	TYPE OF CHARGE	CURRENT CHARGE 2004/2005	VAT	Unit	PROPOSED CHARGE 1 Nov 2004	COMMENT
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NOTES

Note 1: Fee to cover site inspection, consultations, estimate preparation and processing costs. The cost of crossover work will be a separate composite unit rate based on contractor's tendered rate plus 30% overhead costs to cover detailed design, traffic order amendment, supervision and administration costs.

Note 2: All charges except off street parking are exempt of VAT.

Note 3: Schedule of works and charges revised to ensure that they generally reflect the way service is currently provided. The prices have been built up from Schedules of Dayworks carried out incidental to Contract Work July 1998 (Federation of Civil Engineers Contractors' Rates) plus Baxter Indices and existing labour charges within Barnet. Call charge will help in reducing the charges for out of hours service manual rodding service.

Highways & Design Services

Highways Group -

Fees and Charges 2004-2005

SERVICE	CHARGE PAYABLE BY	TYPE OF CHARGE	CURRENT CHARGE 2004/2005	VAT	Unit	PROPOSED CHARGE 1 Nov 2004	COMMENT
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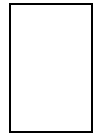
Note 4: In nearly all cases the debtors require a detailed breakdown of costs. The costs are based on direct costs e.g. contractor, materials, cost of hiring plant etc plus 30% overheads cost to cover staff and administrative costs. Therefore, the cost is for guidance only.

Note 5: Charges per day of overrun beyond notified / agreed durations. These charges have been introduced by the Code of Practice for the co-ordination of Street Works and Works for Road Purposes and Related Matter to act as an incentive to undertakers to organise their more efficiently. The NR&SWA instruct Utility companies to comply with the Codes of Practice. Charges vary according to the type of work and the reinstatement category of the street. The reinstatement category is based on the importance of the street. Type 1 being roads that carry the highest volume and weight of traffic and Type 4 the lowest.

Note 6: These charges are statutory and can be amended by further regulations

Note 7: The fees and charges made will cover all expenses incurred in checking of the submission, site inspections and administration. However, provision will be made when dealing with external developers to recover all costs incurred by the Council as a result of the increased scope of the works, delay in the developers programme for completion of highway works and concluding the relevant agreements under the Highways Act 1980.

Note 8: Enquiries requiring more than two items / queries to be addressed will charged at £75 per additional item



HIGHWAYS

Consideration of a request to construct a vehicle crossing over footways and verges or crossing markings.	Individual Applicant	Admin. Fee	£47.30	N	Each	£50.00	See Note 1
Ditto , but in conjunction with the council's planned footway works programme			£30.00	N	Each	£31.50	See Note 1
Enquiries on Highway matters requiring an official response	Individual Applicant	Admin. Fee	N/A	N	Each	£60.00	Minimum charge, additional charges may be incurred.
Section 38 Highway Work : Technical Approval of Highway Layout & Construction Details and the Supervision of adoptable highway works in connection with new estate roads offered for adoption	Developer	Fee	7.50%	N	Each	10.00%	These works are carried out under Section 38 of the Highways Act 1980 by Agreement. See Note 7
Section 278 Highway Work: Technical Approval of Highway Layout & Construction Details and the Supervision of highway works on the public highway undertaken by the developer and necessitated by the new development.	Developer	Fee	7.50%	N	Each	10.00%	These works are carried out under Section 278 of the Highways Act 1980 by Agreement. See Note 7
Section 106 Highway Works: Technical Approval of Highway Layout & Construction Details and the Supervision of highway works undertaken by the developer on the public highway.	Developer	Fee	7.50%	N	Each	10.00%	These works are carried out under Section 106 of the Town & Country Planning Act 1990 by Agreement. See Note 7
Minor Offsite Highway Works: Technical Approval of Highway Layout & Construction Details and the Supervision of highway works on the public highway for minor offsite highway works necessitated by the new development.	Developer	Charge	£1,750.00	N	Each	£1,750.00	Under Section 184 of the Highways Act 1980. The charges relate to each access created or closed. See Note 7
Highway Licences: Processing of Licences under the Highways Act 1980 on new developments (i.e. under Sections 142;177;179;181 etc.).	Developer	Charge	£1,750.00	N	Each	£2,000.00	See Note 7

Processing of Stopping Up Order Under Section 247 of Town & Country Planning Act 1990	Developer	Charge	£2,500.00	N	Each	£2,750.00	Initial fee per application, additional charges may be incurred. See Note 7
Processing of Stopping Up Orders Under the Highways Act 1980	Developer	Charge	£5,000.00	N	Each	£5,000.00	Interim fee, additional charges may be incurred. See Note 7

RECHARGEABLE WORKS

Bollards- Illuminated	Individual Applicant	Service Cost	£435.00	N	each	£456.00	Contractual increase see Note 3 & Note 4
Lamp Columns- Large	Individual Applicant	Service Cost	£1,601.00	N	each	£1,680.00	Contractual increase see Note 3 & Note 4
Lamp Columns-Small	Individual Applicant	Service Cost	£1,168.00	N	each	£1,225.00	Contractual increase see Note 3 & Note 4
Speed Limits signs- Illuminated	Individual Applicant	Service Cost	£896.00	N	each	£940.00	Contractual increase see Note 3 & Note 4
Traffic Island- complete	Individual Applicant	Service Cost	£1,543.00	N	each	£1,660.00	Contractual increase see Note 3 & Note 4
Vehicle Crossing- Markings	Individual	Service Cost	£75.00	N	upto 5m	£80.00	Contractual increase see Note 3 & Note 4
Vehicle Crossing- Markings for each additional 5.00 metres or part thereof.	Individual	Service Cost	£7.00	N	each 5m after	£10.00	Contractual increase see Note 3 & Note 4
Replumb column	Individual	Service Cost	£64.00	N	each	£100.00	Contractual increase see Note 3 & Note 4
Refix existing bollard	Individual	Service Cost	£44.00	N	each	£50.00	Contractual increase see Note 3 & Note 4
Zebra Beacon	Individual	Service Cost	£924.00	N	per beacon	£975.00	Contractual increase see Note 3 & Note 4
Anything done to restrict or prohibit traffic on a road in order to carry out works on or near the road. Includes making temporary traffic orders, advertising, providing notification of the restrictions and making, erecting, maintaining diversion signs, barriers etc. to implement the road closure and removal thereof.	Individual Applicant/Public Utility Co	Service Cost	£1,199.00	N	per Order	£1,800.00	Fixed fees for making temporary traffic Order to be charged at £350.00 for activities covered in the Co-ordination Code of Practice Para 7.3.21 & 22. Includes for maintaining signs for 3 months. Additional charges to apply beyond 3 months.
Anything done to temporarily restrict or prohibit traffic in order to carry out works on or near the road. Includes site meetings, making and advertising temporary traffic orders and erecting street notice. Excludes signs/road markings.	Individual Applicant/Public Utility Co	Service Cost	£596.00	N	per Order	£850.00	Fixed fees for making temporary traffic Order to be charged at £350.00 for activities covered in the Co-ordination Code of Practice Para 7.3.21 & 22.

Consideration of a request to place a traffic sign to indicate the route to specified land or premises and the placing of such a sign.	Individual Applicant or Commercial/ Business	Admin. Fee	£55.00	N	per sign	£100.00	Fee for all non-profit making groups to be waived.
Anything done in connection with a special temporary waiting restriction for special events.	Individual Applicant	Admin. Fee	Actual	N	per Order	Actual	Fee for all non-profit making groups to be waived.

NEW ROADS AND

STREET WORKS ACT 1991

Sampled Inspections	Public Utility Co	Statutory	£20.00	N	Inspection	£20.00	See Note 6
Defect Inspection	Public Utility Co	Statutory	£40.00	N	Inspection	£40.00	See Note 6
Investigations	Public Utility Co	Statutory	£20.00	N	Inspection	£20.00	Generated by the Police or public report See Note 6
Works without excavation - all categories	Public Utility Co	Statutory	N/A	N	per day of overrun	N/A	Regulations determine that a charge cannot be levied against works without excavation
Minor works - Reinstatement Above Category 3	Public Utility Co	Statutory	£500.00	N	per day of overrun	£500.00	Max 3 days including prescribed period See Note 5, and Note 6
Minor works - Reinstatement Category 3 & 4	Public Utility Co	Statutory	£100.00	N	per day of overrun	£100.00	Max 3 days including prescribed period See Note 5, and Note 6
Emergency / Urgent works - Above Cat 3	Public Utility Co	Statutory	£500.00	N	per day of overrun	£500.00	See Note 5, and Note 6
Emergency / Urgent works - Cat 3 & 4	Public Utility Co	Statutory	£100.00	N	per day of overrun	£100.00	See Note 5, and Note 6
Other works including remedial works Above Category 3	Public Utility Co	Statutory	£2,000.00	N	per day of overrun	£2,000.00	See Note 5, and Note 6
Other works including remedial works Category 3 & 4	Public Utility Co	Statutory	£250.00	N	per day of overrun	£250.00	See Note 5, and Note 6

NOTES

Note 1: Fee to cover site inspection, consultations, estimate preparation and processing costs.

The cost of crossover work will be a separate composite unit rate based on contractor's tendered rate plus 30% overhead costs to cover detailed design, supervision and administration costs.

Note 2: All charges except off street parking are exempt of VAT.

Note 3: Schedule of works and charges revised to ensure that they generally reflect the way service is currently provided.

The prices have been built up from Schedules of Dayworks carried out incidental to Contract Work July 1998 (Federation of Civil Engineers Contractors' Rates) plus Baxter Indices and existing labour charges within Barnet.
Call charge will help in reducing the charges for out of hours service manual rodding service.

Note 4: In nearly all cases the debtors require a detailed breakdown of costs. The costs are based on direct costs e.g. contractor, materials, cost of hiring plant etc plus 30% overheads cost to cover staff and administrative costs. Therefore, the cost is for guidance only.

Note 5: Charges per day of overrun beyond notified / agreed durations. These charges have been introduced by the Code of Practice for the co-ordination of Street Works and Works for Road Purposes and Related Matter to act as an incentive to undertakers to organise their more efficiently. The NR&SWA instruct Utility companies to comply with the Codes of Practice. Charges vary according to the type of work and the reinstatement category of the street. The reinstatement category is based on the importance of the street. Type 1 being roads that carry the highest volume and weight of traffic and Type 4 the lowest.

Note 6: These charges are statutory and can be amended by further regulations

Note 7: The fees and charges made will cover all expenses incurred in checking of the submission, site inspections and administration. However, provision will be made when dealing with external developers to recover all costs incurred by the Council as a result of the increased scope of the works, delay in the developers programme for completion of highway works and concluding the relevant agreements under the Highways Act 1980.

Highways & Design

Building Control

Fees and Charges 2005/2006

SCHEDULE 3 CALCULATION OF CHARGES FOR ALL OTHER BUILDING WORK

	2004-2005	2005-2006	
	Total Deposit and Inspection Charge	Total Deposit and Inspection Charge	
	£	£	
Where the estimated cost is £2,000 or less the sum of	112.00	118.00	changes
Where the estimated cost exceeds £2,000 but does not exceed £5,000 the sum of	185.00	194.00	changes
Where the estimated cost exceeds £5,000 but does not exceed £20,000 the sum of	195.00	205.00	changes
together with for every £1,000 (or part thereof) by which the cost exceeds £5,000 the sum of	11.00	12.00	changes
Where the estimated cost exceeds £20,000 but does not exceed £100,000 the sum of	335.00	352.00	changes
together with for every £1,000 (or part thereof) by which the cost exceeds £20,000 the sum of	10.00	11.00	changes
Where the estimated cost exceeds £100,000 but does not exceed £1,000,000 the sum of	1,045.00	1,097.00	changes
together with for every £1,000 (or part thereof) by which the cost exceeds £100,000 the sum of	4.00	4.50	changes
Where the estimated cost exceeds £1,000,000 but does not exceed £10,000,000 the sum of	4,535.00	4,762.00	changes
together with for every £1,000 (or part thereof) by which the cost exceeds £1,000,000 the sum of	3.10	3.30	changes
Where the estimated cost exceeds £10,000,000 the sum of	32,000.00	33,600.00	changes
together with for every £1,000 (or part thereof) by which the cost exceeds £10,000,000 the sum of	2.22	2.33	changes

VAT - The above charges are net of VAT. All fees (other than regularisation charges) are vatable.

Deposit and site inspection charges are 25% and 75% respectively

**FEES AND CHARGES REVIEW 2005/2006
ENVIRONMENTAL SERVICES**

Service and Category	Current Charge 2004/2005	VAT applicable Y/N	Proposed Gross Charge 2005/2006 (include 17.5% current VAT rate where applicable)	Notes
	£		£	

Trade Waste fees and charges take effect from 1 April 2005 as these are annual contracts

STREET BASED SERVICES	**Charges are excl. VAT		**Charges are excl. VAT	
Collection of Trade Waste				
Wheeled Bins				
240 Litre Bins	£158 **	Y	£165 **	4.65% increase - to reflect the true cost of collection
330 Litre Bins	£190 **	Y	£200 **	
660 Litre Bins	£297 **	Y	£310 **	
Chamberlain Bins (940 Litre)	£350 **	Y	£365 **	
1100 Litre Bins	£403 **	Y	£420 **	
Paladin Bin	£321 **	Y	£350 **	
Open Skip: annual charge for one collection per week	£3,225 **	Y	£3374 **	Charge does NOT incl. provision of skips
Charge for single occasion (open skip)	£72 **	Y	£75 **	Charge does NOT incl. provision of skips
Compactor Skip: Annual charge for one collection per week	£5,550 **	Y	£5,807 **	Charge does NOT incl. provision of skips
Charge for single occasion (Compactor Skip)	£127 **	Y	£133 **	Charge does NOT incl. provision of skips
Plastic sacks (Trade) first pack of 50	£50**	Y	£59.58**	20% increase - Price increase to discourage deliveries of smaller quantities
Plastic sacks (Trade) Pack of 100		Y	£110.65**	NEW CHARGE - introduced to reduce repeat delivery cost
All additional packs of 50 (ordered at the same time)		Y	£51.08**	
Trade special collections:- Initial 15 mins	£47.50**	Y	New Charge Structure (See below)	
Subsequent 30 mins	£47.50 **	Y	New Charge Structure (See below)	
2005/06 Charge: Trade special collections:- initial 30 mins		Y	£59.58**	New charge structure
Subsequent 30 mins		Y	£42.55**	

Collection of Trade Waste

Charges for other Council Departments

Wheeled Bins

240 Litre Bins	£158.00	N	£165.00	
330 Litre Bins	£190.00	N	£200.00	
660 Litre Bins	£297.00	N	£310.00	
Chamberlain Bins (940 Litre)	£350.00	N	£365.00	
1100 Litre Bins	£403.00	N	£420.00	
Paladin Bins	£321.00	N	£365.00	
Compactor Skip - annual charge for one collection per week	£5,550.00	N	£5,807.00	Charge does NOT include provision of skips
Charge for single occasion (Compactor Skip)	£127.00	N	£133.00	Charge does NOT include provision of skips

**FEES AND CHARGES REVIEW 2005/2006
ENVIRONMENTAL SERVICES**

Service and Category	Current Charge 2004/2005	VAT applicable Y/N	Proposed Gross Charge 2005/2006 (include 17.5% current VAT rate where applicable)	Notes
	£		£	
Plastic sacks (Trade) first pack of 50	£50.00	N	£59.58	
Plastic sacks (Trade) Pack of 100		Y	£110.65	NEW CHARGE - introduced to reduce repeat delivery cost
All additional packs of 50 (ordered at the same time)		N	£51.08	
Trade special collections:- Initial 15 mins	£47.50	N	New Charge Structure (See below)	
Subsequent 30 mins	£47.50	N	New Charge Structure (See below)	
2005/06 Charge: Trade special collections:- initial 30 mins		N	£59.58	New charge structure
Subsequent 30 mins		N	£42.55	

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**FEES AND CHARGES REVIEW 2005/2006
STREET ENFORCEMENT SERVICE**

SERVICE	CHARGE PAYABLE BY	TYPE OF CHARGE	CURRENT CHARGES 2004/05	VAT	Unit	PROPOSED CHARGES 2005/06	COMMENT
Licences for works on the highway							
Consideration of an application to deposit each skip on the highway	Skip Hire Company	License fee	£30 for two months	N	Each	£35.00 for two weeks	20% increase - To discourage full skips being left on the highway for long periods of time
Unlicensed skips found on the highway	Skip Hire Company	License fee	£20 per skip	N	Each	£50.00	120% increase - To discourage unlicensed skips & bring in line with FPNs being issued under the Traffic Management Act 2004
NEW CHARGE - Renewal for expired skip license	Skip Hire Company	License fee	N/A	N	Each	£15.00	To offer a discount for those people who wish to renew an already existing license
NEW CHARGE - Site Inspection Charge	Individual applicant or Construction company	Inspection Fee	N/A	N	Each	£35.00	To cover costs
Consideration of an application for a licence to erect or retain on or over a highway any scaffolding or other structure	Scaffolding Company	(Min) Deposit	£300.00	N	Each	£300.00	See Note 1.
		License fee	£110.00	N	Each	£115.00	4.5% increase - To reflect work input and costs, (this includes inspecting the works)
Consideration of an application to temporarily deposit materials in a street or to make an excavation in it and the undertaking of site inspections to monitor compliance.	Individual Applicant or Construction Company	(Min) Deposit	£300.00	N	Each	£300.00	See Notes 1, 2 and 3.
		License fee	£110.00	N	Each	£115.00	4.5% increase - To reflect work input and costs, (this includes inspecting the works)
Consideration of an application to erect a hoarding or fence and site inspections to monitor compliance.	Individual, Agent or Construction Company	(Min) Deposit	£300.00	N	Each	£300.00	See Note 1 and 2
		Admin. Fee	£110.00	N	Each	£115.00	4.5% increase - To reflect work input and costs, (this includes inspecting the works)
Consideration of a request to construct works, cellars, cranes, portacabins, temporary crossovers, vaults or pavement lights under or on a street	Individual, Agent or Construction Company	(Min) Deposit	£300.00	N	Each	£300.00	See Note 1
		License fee	£110.00	N	Each	£115.00	4.5% increase - To reflect work input and costs, (this includes inspecting the works)

**FEES AND CHARGES REVIEW 2005/2006
STREET ENFORCEMENT SERVICE**

SERVICE	CHARGE PAYABLE BY	TYPE OF CHARGE	CURRENT CHARGES 2004/05	VAT	Unit	PROPOSED CHARGES 2005/06	COMMENT
Removal of Abandoned Vehicles							
			Ex VAT				
Removal /Disposal of an abandoned vehicle. Discount of 50% for payment within 14 days.	Registered Keeper/Landowner	Statutory charge	£105.00	N	Each	£150.00	43% increase - Using charges detailed in Road Traffic Act 1991
Charge for Disposal	"	"	£50.00	N	"	£65.00	30% increase
Storage Charge			£12 per day			£25.00	105% increase
End of life vehicle. Customer (internal or external) request for removal.	Registered Keeper/Landowner	Admin Fee & Disposal Cost	£30	N	Each	Free After Scrap it ends charges should be £40	
Admin Fee	Individual or Company	Admin Fee & Disposal Cost	£30	N	Per letter or correspondence	£50.00	65% increase - Admin fee for returned cheques, bad or late payments

**FEES AND CHARGES REVIEW 2005/2006
STREET ENFORCEMENT SERVICE**

SERVICE	CHARGE PAYABLE BY	TYPE OF CHARGE	CURRENT CHARGES 2004/05	VAT	Unit	PROPOSED CHARGES 2005/06	COMMENT
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Note 1

Minimum deposit £300 for areas less than 25 sq.metres; £500 for areas 25 to 50 sq metres; £750 for areas 50 to 75 sq metres. Incremental deposit pro-rata determined on area.

PLANNING

Fees and Charges 2005-2006

SERVICE	CURRENT CHARGE	VAT	PROPOSED CHARGE	Postage scale
	2004/2005		2005/2006	
<u>Policy Publications</u>				
UDP Inspector's Report (for residents only)	£54.10 (£16.40)		£60.00 (£18.00)	
UDP deposit Draft July 2000 (for residents only)	£54.10 (£16.40)	N	£60.00 (£18.00)	A
Adopted Unitary Development Plan 1991 (for residents only)	£45.70 (£20.20)	N	£50.00 (£22.50)	A
Unitary Development Plan Review: Trends and Prospects (for residents only)	£22.70 (£12.00)	N	£25.00 (£13.00)	A
Unitary Development Plan Review: (1996 combined volume) Policy Issues Papers (for residents only)	£22.70 (£12.00)	N	£25.00 (£13.00)	A
Planning Briefs & Supplementary Planning Guidance (for residents only)	£15.40 (£7.40)	N	£17.00 (£8.00)	B
<u>Conservation Publications</u>				
Conservation Area Character Appraisals (for residents only)	£15.40 (£7.40)	N	£17.00 (£8.00)	A
Statutory List of Buildings of special architectural or historic interest (for residents only)	£26.00 (£12.80)	N	£29.00 (£12.80)	A
Schedule of Building of local or historic interest (for residents only)	£13.70 (£6.90)	N	£15.00 (£7.50)	A
Statutory List extracts One building per extra copy	£2.20 (£1.05)	N	£2.50 (£1.25)	A
Article 4 Directions per area	£3.20	N	£3.50	A
Conservation Area Maps (for residents only)	£19.70 (£9.60)	N	£22.00 (£10.50)	A
<u>Development Control Publications</u>				
Copies of Planning Decisions	£15.00	N	£15.00	B
Tree Preservation Order Full Document	£26.00	N	£26.00	C
Tree Preservation Order Extract	£10.00	N	£15.00	C
Weekly list of Planning applications per area-by post only <i>NB. No charge for emailing the weekly list</i>	£90.00	N	£150.00	A
<u>All Planning Services</u>				
Photocopying per copy				
A3	0.30p	N	0.30p	B
A4	0.20p	N	0.20p	B
Reproduction of maps/drawings				
A0-A2	n/a		£10.00	B
A3	£6.25	N	£6.25	B
A4	£6.25	N	£5.00	B
Dyeline paper copies(per copy)				
AO	£7.40	N	£7.40	B
A1	£6.40	N	£6.40	B
A2	£6.40	N	£6.40	B
A3	£6.40	N	£6.40	B
A4	£6.40	N	£6.40	B

All publications and maps subject to extra postage and packing, at the following scales, except where supplied to personal callers.	A= £3.50 B = £1.85 C = £ 0.60	N	A= £3.50 B = £1.85 C = £ 0.60	
Faxed Information - per A4 page in addition to relevant charge	£2.10	N	£2.10	
Ordnance Survey Extracts Price per extract (minimum of 3 extracts)	£11.50	N	£13.00	B
Historic Planning Information Price per file (for residents only)	£10.00 (£5.00)	N	£10.00 (£5.00)	
Correspondence Planning History per question per address	£22.00	N	£30.00	B
Enforcement Enquiry per question per address	£30.00	N	£30.00	B
<u>Other Planning Costs (Recovery of Costs Only)</u>				
Planning Advice Charges (Pre-Application Advice)				
Category A (Major)	£1,000	Y	£1,200	
Category B (Minor)	£500	Y	£550	
Hourly Rates For Subsequent Meetings				
Case Officer	£100 per hour	Y	£100 per hour	
Team Leader/Manager	£175 per hour	Y	£175 per hour	
Service Heads and Directors	£250 per hour	Y	£250 per hour	
Specialist Advice (Conservation & Design, Highways)	£100 per hour	Y	£100 per hour	
Section 106 Agreements				
Recovery of Professional Costs (per legal agreement)	£500	N	£650	
Major Planning Applications	n/a	N	Minimum £1000	
Hourly Rates For Complex Planning Applications	n/a	N	£100 per hour	

AGENDA ITEM: 8 Page nos. 76 – 100

Meeting	Cabinet Resources Committee
Date	25 November 2004
Subject	External Auditor's Report on the 2003/4 Accounts Audit
Report of	Cabinet Member for Resources
Summary	To consider the detailed reports from the external auditor on matters arising from the audit of the 2003/4 accounts.

Officer Contributors	Borough Treasurer
Status (public or exempt)	Public
Wards affected	None
Enclosures	SAS610 reports for (1) the main accounts and (2) Pension Fund accounts
For decision by	Cabinet Resources Committee
Function of	Executive
Reason for urgency / exemption from call-in (if appropriate)	Not Applicable

Contact for further information: Clive Medlam, Tel: 020 8359 7110

1 RECOMMENDATIONS

- 1.1 That matters raised by the external auditor relating to detailed aspects of the 2003/4 accounts audit be noted.**
- 1.2 That the management response to matters raised by the external auditor be noted and the Committee agrees the adjustments not processed by management as set out in Appendix C to the SAS610 report on the main accounts.**

2. RELEVANT PREVIOUS DECISIONS

- 2.1 Cabinet Resources Committee 19 February 2004.

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

- 3.1 Review of reports made under the Statement of Accounting Standard (SAS) 610 are an integral part of corporate governance.

4. RISK MANAGEMENT ISSUES

- 4.1 Whilst this report deals with the 2003/04 accounts it is important to advise Members of the requirement to bring forward the closing of accounts timetable in future years. The 2004/05 accounts will need to be close and committee approval to the Statement of Accounts will need to be obtained by 31 July 2005. The timetable for the 2005/06 accounts has to be brought forward a further month.

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

- 5.1 None.

6. COMMENTS, IF ANY, OF THE COUNCIL'S STATUTORY OFFICERS (Head of Paid Service, Chief Finance Officer, Monitoring Officer)

- 6.1 None.

7. BACKGROUND INFORMATION

- 7.1 In accordance with Statement of Accounting Standard (SAS) 610, the External Auditor is required to issue detailed reports on matters arising from the audit of the council accounts and pension fund accounts.
- 7.2 The two "SAS610" reports have to be considered by "those charged with governance" before the External Auditor can sign the accounts, which has to be done before 30 November.
- 7.3 The reports for the main accounts and pension fund accounts are attached. They contain the matters raised by the auditor, his recommendations on the issues, and the management response. Any further update on these items will be given verbally at the meeting.
- 7.4 The following points in the reports are worth highlighting:-

- (i) that the external auditor (Robson Rhodes) expects to issue an unqualified opinion on the accounts and Pension Fund accounts for 2003/4;
- (ii) that in respect to the Section 11 Notice, an update on the external auditor's review of the council's financial standing will be made in the Annual Audit Letter for 2003/04, which is likely to be received in December 2004;
- (iii) no questions or objections to the 2003/04 accounts have been received from the public;
- (iv) Management have considered the accounting adjustments set out in Appendix C to the SAS610 and recommend that they are not processed in 2003/04. Full disclosure regarding the insurance provision has been included in the Accounting Policies and the £84,000 creditor is considered immaterial.

8. LIST OF BACKGROUND PAPERS

8.1 None.

MO: (JEL)

BT: (CM)

Updated SAS 610 report on 2003/04 Financial Statements

Briefing from Robson Rhodes

Background

This paper represents a commentary on the updated SAS 610 report on the main financial statements. We issued a first draft of this report to the Council on 11 November 2004 with an update on 19 November 2004, following the resolution of key issues. The deadline for the signing of audited accounts is 30 November 2004. The 2002/03 accounts were not signed on 20 February 2004. The two main issues to draw to Members attention are summarised below.

Insurance provision (£3.5m)

Following further work by the Council and ourselves we have satisfied ourselves that the Council's exposure on its insurance provision is a maximum of £3.5m. Having agreed on this figure we have documented in our report both the risk exposure the Council faces should this liability crystallise (£1.7m is not reflected in the accounts) in full and draw attention to the note to the accounts where the Council clearly states the action being taken in 2004/05 to reduce its financial exposure in respect of insurance provisions.

Barnet PCT debtor (£2.3m)

Since we issued our first report we have completed further work with the Council as to the collectibility of this debtor. We are now satisfied that the debtor has been overstated by only £70,000 and have reflected that as a non-adjusting item in our report.

Note from Borough Treasurer

The briefing from Robson Rhodes refers to a note on the insurance provision that I have included in the 2003/04 accounts. This note is set out below:-

The insurance provision is for liabilities that have occurred but the timing of the payment is dependent upon the claim settlement process. This is to meet in the year insurance claim payments which fall within the excess and aggregate limits of external insurance cover. The provision should receive input to meet 100% of its ultimate liabilities and Barnet will phase this in over future years. The authority is currently undertaking an actuarial evaluation of this liability to accurately assess the financial requirement.

Apart from bad debts, the most significant provision in the accounts is for insurance, which amounted to £1.8m as at 31 March 2004. Internal insurance premiums are charged to services each year in respect to the cost of claims settled. In most years, these charges to services have more than covered claims that have been settled. Based on the payment history of recent years, the annual charges to services are sufficient to cover a typical

year's insurance settlements, so the accumulated provision is available to meet a shortfall in any one year.

It is accepted, however, that in order to fully comply with the Local Authority Accounting Code of Practice the provision should be increased to a level that matches the anticipated settlement value of all outstanding claims. To this end, an increase of £0.5m in the insurance provision was included in the 2004.05 budget (as reported to Cabinet and Council earlier this year), and the Financial Forward Plan includes further increases in the provision.

Other work has been undertaken to identify the appropriate value of the insurance provision, as follows:-

- actuaries have been engaged to advise on the future potential liability of outstanding claims;
- a review of all outstanding claims is being undertaken, to assess the probability of outstanding claims resulting in an eventual payment and to close down 'dead' cases where there has been no movement or correspondence on a claim for a considerable period. This work will bring us more into line with commercial insurance practices;

This activity has already had an impact, with outstanding Public Liability claims being reduced by one-third and the number of tree roots claims on file being reduced from 1,600 at the beginning of September 2004 to just 299 by the end of October.

There is also the programme of insurance risk management that has been ongoing with services for some time, which continues to help reduce claims being made against the council.

Clive Medlam
Borough Treasurer

London Borough of Barnet Pension Fund

Audit of Accounts 2003-04

Report under Statement of Auditing Standards (SAS) 610

November 2004

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B	Summary of accounts adjustments made	8
C	Summary of accounts adjustments not processed by management	9

1 Introduction

Background

- 1.1 The Council is responsible for the preparation of the financial statements for the Pension Fund that present fairly its financial position as at 31 March 2004 and its income and expenditure in the year then ended. We are responsible for undertaking an audit and reporting whether, in our opinion, the Council's financial statements for the Pension Fund present fairly its financial position and income and expenditure.
- 1.2 This is the second year of our reporting under *Statement of Auditing Standards 610 – Reporting to those charged with governance* (“SAS 610”) which requires us as the Council's external auditors to report to those charged with governance certain matters before giving an opinion on the financial statements.
- 1.3 This report summarises the principal matters arising from our final accounts audit. The issues raised have been discussed with the Head of Finance and her staff and action agreed for accounts preparation in future years.

Reporting under SAS610

- 1.4 We agreed with the Council that the communications required under SAS610 would be discharged through a report to a Special Cabinet Resources Committee on 25 November 2004.

Status of audit

- 1.5 We were presented with a draft of the Pension Fund accounts on 13 August 2004. The Pension Fund accounts were approved by the General Functions Committee on 26 August 2004.
- 1.6 We have received no questions or objections from the public in relation to the Pension Fund accounts.
- 1.7 We have performed our final accounts audit in accordance with the Audit Commission's Code of Audit Practice and applicable auditing standards. Our approach follows that set out in our audit plan discussed with the Council.

Matters outstanding

- 1.8 We have still to complete audit finalisation procedures which will include:

- a review of the final version of the statement of accounts
- receipt of an appropriate Letter of Representation
- assurance from the auditor of the London Pension Fund Authority about the material accuracy of the figures disclosed in the accounts under FSR17 in respect of pension costs, assets and liabilities
- updating our Post Balance Sheet Events reviews to the date of signing the accounts.

Auditor independence

- 1.9 We confirm that we are not aware of any threats to our independence or objectivity. We have not undertaken any extra fee work which is outside our responsibilities under the Code of Audit Practice during the 2003-04 year.

Use of this report

- 1.10 This report has been prepared solely for the use of London Borough of Barnet to discharge our responsibilities under SAS610 and should not be used for any other purpose or copied to third parties without our consent.

Acknowledgements

- 1.11 We should like to record our appreciation for the co-operation and assistance provided to us by staff in the Borough Treasurers section including those in Pensions, Treasury Management and Internal Audit during the course of our audit.

2 Executive Summary

Introduction

2.1 We summarise in this section our observations on the Council's overall financial standing, and those matters which we are required to report under SAS610.

Overall financial results

2.2 The Pension Fund has reported a surplus of £3.615m (2003: £1.824m) in its 2003-04 accounts. The increase in surplus is mainly due to an increase in contributions receivable in line with the rates recommended in the actuarial valuations in March 2001. The increase was required due to the Fund being only 84% funded in March 2001.

2.3 The actuaries have undertaken another triennial review at 31 March 2004. Based on an early draft report, it is estimated that employer contributions may have to increase significantly for the fund to make significant inroads on the current overall Pension Fund deficit. As at 31 March 2004, the deficit between assets and liabilities as measured under FRS17 stands at £192.210m (2003: £192.130m). We will update our comment in this area and the impact on the Council's overall financial position as part of our 2003-04 Annual Audit Letter.

Key issues under SAS610

2.4 Under SAS610, we are required to communicate to those charged with governance matters which have come to our attention as a result of our audit work, covering:

- (a) Any expected modification to the audit opinion on the financial statements
- (b) Unadjusted misstatements
- (c) Material weaknesses in the accounting systems and internal control systems
- (d) Views about the qualitative aspects of the Council's accounting practices and financial reporting
- (e) Matters specifically required by other auditing standards to be communicated such as fraud and error, and any other material matters relating to the audit.

2.5 We summarise our key audit findings in relation to the above areas in Exhibit 1 below:

Exhibit One: Key audit findings

Ref	Area	Key messages
A	Audit opinion on the financial statements	<p>Subject to our usual audit finalisation steps outlined below, we expect to issue an unqualified audit opinion on the Council's accounts:</p> <ul style="list-style-type: none"> • a review of the final version of the statement of accounts • obtaining a letter of representation from the Borough

		<p>Treasurer</p> <ul style="list-style-type: none"> • obtaining assurance from the auditor of the London Pension Fund Authority about the material accuracy of the figures disclosed in the accounts under FSR17 in respect of pension costs, assets and liabilities • updating our post balance sheet events review to the date of signing the accounts.
B	Audit adjustments and any unadjusted misstatements	<p>We have agreed with management a number of adjustments to the accounts primarily to improve the fair presentation of the financial statements as well as the clarity and presentation of disclosure notes. These are summarised in Appendix B.</p> <p>There are no unadjusted misstatements, as confirmed in Appendix C.</p>
C	Material weaknesses in the accounting systems and internal control systems	<p>We consider that there are no significant issues in this category to bring to your attention.</p>
D	Qualitative aspects of the Council's accounting practices and financial reporting	<p>We consider that the Council has adopted appropriate accounting policies in the areas covered by our testing.</p>
E	Any other matters	<p>We consider that there are no issues in this category to bring to your attention.</p>

2.6 We have discussed these and other matters arising with the staff in Borough Treasurers and have reflected their responses to the matters raised in the Action Plan attached at Appendix A.

Next steps

2.7 We will continue to work with the staff in Borough Treasurers to ensure that outstanding finalisation issues are completed in time for the accounts to be formally signed in accordance with the statutory deadline of 30 November 2004.

RSM Robson Rhodes LLP
November 2004

Appendix A – Action Plan

Finding	Action required for 2003-04 Accounts	Other system improvement required	Management response
Tax recoverable on property unit trust income relating to the 2003/04 accounts, has not been accounted for in the Pension Fund accounts.	Adjustment raised in Appendix B below.	Undertake account pre-finalisation checks eg analytical review to ensure all items are materially accounted for.	Noted and agreed to action.
Lump sum payments in respect of retirements and death where the event that triggered the commitment to pay happened in 2003/04, but the payment was made in 2004/05 were not included within the 2003/04 accounts.	Adjustment raised in Appendix B below.	As a check on the completeness of accruals the Pensions department should be asked to provide details of retirements in March, where paid after the year-end, as well as details of death benefits where the death certificate has been received, but the lump sum payment has not been made until after the year-end.	Noted and agreed to action.
Prior year accruals for lump sum payments that have been processed in the 2002/03 accounts have been incorrectly reversed into 'the unrealised gains on investments'. This error is partly attributable to the latter item being calculated as a balancing figure in the Pension Fund accounts.	Adjustment raised in Appendix B below.	We recommend that the Council carry out in future a full calculation for 'unrealised gains on investments' in accordance with the formula set out in the Pension Fund SORP for local government.	Amendment noted and agreed.

Finding	Action required for 2003-04 Accounts	Other system improvement required	Management response
<p>The results of the March 2004 triennial pension fund valuation, where they are likely to significantly impact on the future performance of the Pension Fund (or LBB), should be disclosed as a post balance sheet event.</p> <p>An early draft report from actuaries indicates that contributions may have to increase significantly over the next decade to make significant inroads into the Pension Fund deficit which may have a significant impact on the revenue accounts of LBB.</p>	<p>We recommend that the Council discloses in the PBSE note for Pension Fund, the results of the valuation.</p> <p>If the figures not available or appropriate to disclose, the Council should include a note that reflects further significant increase in employer contributions.</p>	<p>None.</p>	<p>Noted and agreed.</p>

Appendix B Accounts adjustments agreed

Finding	Summary of adjustment agreed
Adjustments affecting results reported in the Net Assets Statement (NAS) and Fund Account (FA)	
The accrual for recoverable tax on income from property unit trusts in 2003/04 was incorrectly omitted from the 2003/04 Pension Fund accounts.	Dr Tax Debtor 305,000 Cr Tax account – Fund account 305,000
Lump sum payments in respect of retirements and death where the event that triggered the commitment to pay happened in 2003/04, but the payment was made in 2004/05. This adjustment is to process this transaction on an accruals basis.	Dr Lump sum retirement benefits 99,000 Dr Lump sum death benefits 10,000 Cr Sundry creditors 109,000
Prior year accruals for lump sum payments that have been processed in the 2002/03 accounts had been reversed into the unrealised gains on investments. This adjustment corrects this reversal of prior year lump sum benefit accruals.	Dr Unrealised gains on investments 167,000 Cr Lump sum retirement benefits 133,000 Cr Lump sum death benefits 34,000
Misclassification adjustments	
There are none in this category.	
Disclosure adjustments	Various disclosure adjustments agreed to improve clarity and presentation of the accounts, which do not affect the reported financial position.

Appendix C – Summary of accounts adjustments not processed by management

Finding	Impact
There are none in this category.	

London Borough of Barnet

Cabinet Resources Committee Meeting 25 November 2004

Agenda Item 8: External Auditor's report on the 2003/4 Accounts Audit

The external auditor has updated his report as attached to take account of further work done as part of the audit of the accounts.

Also attached is a note with briefings from Robson Rhodes and the Borough Treasurer.

Nick Musgrove
020 8359 2024

AGENDA ITEM: 9

Page nos. 101 – 122

Meeting	Cabinet Resources Committee
Date	25 November 2004
Subject	Revenue Monitoring 2004/05
Report of	Cabinet Member for Resources
Summary	To consider a report on revenue monitoring in the current year and instruct officers to take appropriate action.

Officer Contributors	Borough Treasurer
Status (public or exempt)	Public
Wards affected	N/A
Enclosures	Appendix A – 2004/05 Forecast Outturn Appendix B – Savings Implementation Monitor (circulated separately/to follow) Appendix C – Efficient Savings Implementation Monitor (circulated separately/to follow)
For decision by	Cabinet Resources Committee
Function of	Executive
Reason for urgency / exemption from call-in (if appropriate)	Not applicable

Contact for further information: Clive Medlam 020 8359 7110.

1 RECOMMENDATIONS

- 1.1 That the General Fund and Housing Revenue Account budget monitoring position be noted.**
- 1.2 That Heads of Service be instructed to take appropriate management action to achieve the budgeted savings, contain emerging budget pressures and identify further savings to achieve the target of £5m balances by 31 March 2005.**

2. RELEVANT PREVIOUS DECISIONS

- 2.1 Council 2 March 2004, Cabinet Resources 28th July 2004 and Cabinet Resources 23rd September 2004.

3 CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

- 3.1 Robust revenue monitoring is essential to ensure that resources support the Council's priorities as set out in the Corporate Plan.

4 RISK MANAGEMENT ISSUES

- 4.1 The risks posed by budget pressures are addressed in Section 8 below. Management action is being taken to address budget pressures. Failure to contain these pressures will impact on the council's available balances.

5 FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

- 5.1 The 2003/4 Outturn report presented to this committee on 28 July 2004 advised that General Fund balances at 31 March 2004 amounted to £0.93m. The 2004/5 budget included a contribution to balances of £3m which brings the total of General Fund balances to £3.93m, before considering the effects of monitoring during the year. Further comments are contained in Section 7.

6 COMMENTS, IF ANY OF THE COUNCIL'S STATUTORY OFFICERS

- 6.1 None.

7 BACKGROUND INFORMATION

- 7.1 Variances previously considered and approved by Cabinet Resources Committee in July and September produce a forecast of balances of £2.542m at 31 March 2005 – this was the result of a combination of approved budget variations and forecast outturn variations.

7.2 The following budget variations are being recommended in this report:-

Contributions from balances

Local Land Charges income £500,000

- 7.3 Taking account of (i) approved budget variations approved at previous meetings and recommended in 8.2 above, and (ii) forecast variations set out in Appendix A, the forecast of balances at 31 March 2005 is £3.368m. This figure excludes any redundancy costs that may arise during the year for which a capitalisation Direction will again be sought from the ODPM.
- 7.4 Work is ongoing to finalise the impact on the General Fund of the creation of Barnet Homes. Any variation on the current contingency provision of £400,000 will be reported to a future meeting.
- 7.5 Work is also ongoing to update outturn forecasts for interest on balances, debt charges and housing/council tax benefit subsidy. All three items are particularly volatile budgets. The debt charges budget is based upon the assumption that all planned capital receipts will be completed before 31 March 2005. If any are not achieved this will require additional prudential borrowing to be undertaken. The later this situation arises in the year, the less flexibility the council will have in undertaking this capital borrowing which may be at higher interest rates than anticipated.
- 7.6 A traffic light monitor on budgeted savings is attached at Appendix B, and one for efficiency savings is attached at Appendix C. The forecast variations shown in these two monitors are included in Appendix A.
- 7.7 Cabinet Members are aware of the impact that non-achievement of budgeted savings and new emerging pressures could have on balances, and are working with Heads of Service to contain these costs.
- 7.8 The position on the Housing Revenue Account (HRA) is being monitored in partnership by Barnet Homes and London Borough of Barnet. The latest position was reported to the Barnet Homes management board on 3rd November 2004 and any variations from budget will be met from the accumulated HRA balance.

8 LIST OF BACKGROUND PAPERS

8.1 None

MO: JEL
BT: CM

	Appendix B/C	FORECAST VARIATIONS				MOVEMENT IN FORECAST VARIATIONS	
		September		November		£000	£000
		£000	£000	£000	£000		
<u>Borough Solicitor</u>							
Local Land Charges	B	529		529		0	
			529		529		0
<u>Borough Treasurer</u>							
Salary Overspends in Accountancy supporting MCS and Community Care		200		200		0	
Managed Salary Underspends and use of MCS Backfilling Provisions		(200)		(200)		0	
			0		0		0
<u>Central Expenses & Contingency</u>							
External Audit & Inspection fees		30		30		0	
Advertising Income (previous Leisure & Youth Service budget)	B	125		125		0	
			155		155		0
<u>Children's Services</u>							
External placements (continuing pressures, including New Park House placements)	B	983		1,620		637	
Family Placements (in-house) and adoption costs	B	170		66		(104)	
Barnet residential units - New Park House & 68A Meadow Close	B	(89)		(89)		0	
Children with Disabilities	B	33		88		55	
Asylum Seekers - variation in forecasted numbers	B	(226)		(88)		138	
Social Workers - staffing costs	B	(333)		(620)		(287)	
Other Family Support Services & Leaving Care	B	(173)		(304)		(131)	
Grants (principally Safeguarding Children's Grant)	B	0		(500)		(500)	
SWIFT		333		310		(23)	
			698		483		(215)

	Appendix B/C	FORECAST VARIATIONS				MOVEMENT IN FORECAST VARIATIONS	
		September		November		£000	£000
		£000	£000	£000	£000		
<u>Committee & Administration</u>							
Vacancy Savings		(45)		(45)		0	
			(45)		(45)		0
<u>Community Care</u>							
Client costs, impact of new home care contracts, provider units & staffing		(370)		(549)		(179)	
Potential s117 repayment		0		396		396	
Grant allocation (£675k)	}	(368)		(368)		0	
Employment Tribunal			(307)		(307)		0
Head of Community Care recruitment and handover		100		100		0	
SWIFT		122		122		0	
Closure Springwood Day Centre	B	146		146		0	
		72		72		0	
			(605)		(388)		217
<u>Corporate Performance Office / Information Systems</u>							
Unachieved vacancy factor		0		27		27	
MCS project - costs reported to Joint Resources / ICT Cabinet		500		600		100	
MCS project - planned capitalisation (to be discussed with external auditors)		0		(600)		(600)	
			500		27		(473)
<u>Customer Care</u>							
Branch Library Income		50		40		(10)	
South Friern Library - planned closure reversed	B	72		72		0	
Building Cleaning tender		60		50		(10)	
Out of Hours Telephone Service - delay in restructuring	B	60		56		(4)	

	Appendix B/C	FORECAST VARIATIONS				MOVEMENT IN FORECAST VARIATIONS	
		September		November		£000	£000
		£000	£000	£000	£000		
Print Income		0		50		50	
Translation - Community Helpline	B	15		30		15	
Other Variances - Mainly Staff Vacancy Savings		(140)		(185)		(45)	
Ex Leisure & Youth Service budgets:-							
GLL Contract - final BAFO costs	B	82		92		10	
Cophall Stadium - loss of anticipated funding	B	20		120		100	
Welsh Harp - premises costs	B	10		10		0	
			229		335		106
<u>Education</u>							
Planning Access & Resources							
Net position on salaries and other employee costs		32		(19)		(51)	
PFI Primary Strategy budget		0		(78)		(78)	
Barnet Schools Technical Support / Portable Electrical Appliance Testing		6		(15)		(21)	
Ongoing effect of previous years' early retirements		152		59		(93)	
Standards & Effectiveness							
Staff vacancies		(83)		(29)		54	
Qualified Teachers & Special Educational Needs Co-ordinators - budget transfer from Early Years & Play		0		(95)		(95)	
Standards & Inclusion - SEN							
Primary Pupil Referral Unit - surplus budget		(69)		(69)		0	
Net position on salaries budget		(129)		(81)		48	
Vacancy - transport client officer	C	(20)		(20)		0	
Net position on placements underspend and therapies overspend - based on September pupil placements		(11)		(129)		(118)	
Transport - based on current costs and excluding impact of single status	B	18		15		(3)	

	Appendix B/C	FORECAST VARIATIONS				MOVEMENT IN FORECAST VARIATIONS	
		September		November		£000	£000
		£000	£000	£000	£000		
Hospital Recoupment - increase in claims from other boroughs		0		70		70	
Youth							
Various (Overall Youth Target Saving to achieve (£100K))				(58)		(58)	
Early Years - Family & Play							
Management and Under Fives vacancies - use of agency staff eliminates previous underspending		(21)		0		21	
Children & Family Centres - base budget under review with centre managers		(77)		(119)		(42)	
Qualified Teachers & Special Educational Needs Co-ordinators Budget transfer to S & E		(103)		0		103	
After-School Service - staff vacancies		(32)		(41)		(9)	
Childminding support services		0		(11)		(11)	
Playschemes staffing vacancies		(12)		(25)		(13)	
			(349)		(645)		(296)
<u>Environmental & Neighbourhood Services</u>							
Golf Courses - retained in Council control but no budget. (based on 18.08.04 CRC report and excluding redundancy costs of £45,000)		108		108		0	
Locking of Parks - increased cost of tender	B	115		115		0	
Management action to contain above two items within zero-based budget review		(223)		(223)		0	
Parks & Open Spaces - further developments on locking of parks	B	0		(25)		(25)	
Hendon Cemetery & Crematorium - reduced activity	B	0		35		35	
Residential Services - vacancies		0		(15)		(15)	
Watling Market - lettings income shortfall		15		15		0	
Management Restructure - delay in implementation		0		(50)		(50)	
Street Trading - additional licence fees	B	15		15		0	
Mortuary - additional costs for leave cover		10		0		(10)	

	Appendix B/C	FORECAST VARIATIONS				MOVEMENT IN FORECAST VARIATIONS	
		September		November		£000	£000
		£000	£000	£000	£000		
Civic Amenity Site - acoustic fence (provisional estimate). Scope for capitalisation to be reviewed once final costs are known		43		46		3	
Parks and Open Spaces - works to dangerous trees and weed removal		27		29		2	
Golf Courses - income shortfall		0		10		10	
Green Waste & Recycling - expansion of service including organic waste, facilitated by DEFRA grant of £95,000 (per CRC 28.07.04)		(96)		(96)		0	
Domestic Refuse - special collection income		(3)		(13)		(10)	
Roads structural repairs - subject to confirmation		(9)		(34)		(25)	
Parks & Open Spaces - management		(25)		0		25	
Street Enforcement Service	C	(150)		(150)		0	
Abandoned Vehicles	C	(12)		(12)		0	
CCTV and Business Performance - vacancies		0		(53)		(53)	
Human Resources - vacancy factor on devolved budget that will not be achieved		0		7		7	
Employment Tribunal - building cleaning		35		35		0	
Catering - projected shortfall on school meals income	B	0		152		152	
			(150)		(104)	46	
<u>Highways & Design</u>							
Special Parking Account - Income Shortfall	B	750		750		0	
Highways - Planned Maintenance		(750)		(750)		0	
Miscellaneous Routine Work		0		(50)		(50)	
Street Lighting		(200)		(200)		0	
War Memorials		0		(20)		(20)	
Traffic Census		0		9		9	
Other expenses - reduced income		0		30		30	

	Appendix B/C	FORECAST VARIATIONS				MOVEMENT IN FORECAST VARIATIONS	
		September		November		£000	£000
		£000	£000	£000	£000		
General - supplies and services		0		(10)		(10)	
Highways staffing	C	0		(8)		(8)	
			(200)		(249)		(49)
<u>Housing</u>							
Housing Benefit Admin (staffing pressure)		136		123		(13)	
Housing Benefit Subsidy		760		2,179		1,419	
Temporary accommodation (net) income		(760)		(2,302)		(1,542)	
			136		0		(136)
<u>Human Resources</u>							
HR Operations - Shortfall in HRA Income	B	0		97		97	
Staffing vacancies		0		(80)		(80)	
			0		17		17
<u>Planning</u>							
UDP Enquiry and regeneration consultants (now being funded from PDG contingency)		0		0		0	
			0		0		0
<u>Property & Valuation</u>							
Brent Cross rent income		(14)		(14)		0	
Flytipping		5		5		0	
Residual properties & properties pending sale - running costs		27		45		18	
Income from voluntary groups		(31)		(31)		0	
Rent for 23-25 Hendon Lane		8		8		0	
			(5)		13		18
<u>Public Offices</u>							

	Appendix B/C	FORECAST VARIATIONS				MOVEMENT IN FORECAST VARIATIONS	
		September		November		£000	£000
		£000	£000	£000	£000		
Vacancy Savings		(35)		(35)		0	
			(35)		(35)		0
Total (net forecast overspend)		858	858	93	93	(765)	(765)
General Fund Balances @ 1.4.2004		(3,931)		(3,931)			
Budget variations approved by Cabinet Resources Committee 28/7/04:-							
Corporate purchasing savings		600		600		0	
Age Concern grant	B	50		50		0	
NLBP office moves		129		129		0	
Homecare Contract (Housing 21)	B	(50)		(50)		0	
Barbara Langstone House - net rent income		(350)		(350)		0	
Licensing Act (Committee & Legal Services)		(59)		(59)		0	
Budget variations approved by Cabinet Resources Committee 23/9/04:-							
Street Lighting PFI Consultants Fees - 2003/04 provision unused		150		150		0	
			(3,461)		(3,461)		0
Forecast Balances @ 31.3.2005		(2,603)	(2,603)	(3,368)	(3,368)	(765)	(765)

Reconciliation to Savings Implementation Monitors

	£000
Items included on savings implementation monitoring (Appendix B)	2,433
Items included on efficiency savings implementation monitoring (Appendix C)	(558)

APPENDIX B

Line reference	Revised Proposal	Budget 2004/05	Forecast Outturn	Variance	Progress & Risks of not achieving by 1 April
		£	£	£	
1	<u>Borough Solicitor</u>				
2	Staffing efficiencies resulting from IT investment	62,000	62,000	0	Staff savings are currently being made but in the long-term savings are still dependant on IT systems being implemented.
3	Electoral Registration - reduction in temporary staff	20,000	20,000	0	Achieved
4	Citizenship Ceremonies	100,000	100,000	0	The present number of ceremonies being performed indicate that this target will now be achieved.
5	Burnt Oak Registry Office - designate as approved premises	20,000	20,000	0	Will be achieved
6	Local Land Charges - income	250,000	(280,000)	530,000	Not achievable due to downturn in the property market - overall shortfall estimated at £530k
7	Legal fees	50,000	50,000	0	Will be achieved
8					
9	<u>Borough Treasurers</u>				
10	Reduction of one Principal Auditor post	38,000	38,000	0	Established post deleted - saving achieved
11	Reduction in use of Enpeyz contract for schools audits	15,000	15,000	0	Achieved
12	Reduce management team by one post	50,000	50,000	0	Achieved
13	Outsourcing of document scanning and indexing	HB Administration transferred to Housing. See Housing			
14	Reduction in Accountancy staffing	100,000	100,000	0	Minor restructure in progress, with interviews taking place.
14	Grants to voluntary organisations	295,000	295,000	0	Achieved
16					
17	<u>Central Expenses</u>				
18	Car leasing	40,000	40,000	0	Potential underachievement from higher insurance premiums
19	ALG levy - London Housing Unit Committee	40,000	40,000	0	Achieved
20	Office expenses	30,000	30,000	0	Achieved
21	Leisure & Youth advertising income 2003/04 - transfer to central contingency	125,000	0	125,000	This income target was not achieved in 2003/4 and is considered high risk
22					
23	<u>Children & Families</u>				

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Line reference	Revised Proposal	Budget 2004/05	Forecast Outturn	Variance	Progress & Risks of not achieving by 1 April
24	Implementation of Children's Services Strategy	1,235,000	1,062,000	173,000	Excluding expenditure on the joint IS system with Community Care (SWIFT) the Department's budget is projecting a modest overspend of £173k. Costs of external placements and in-house fostering and adoption are significantly higher than projected but offset partially by the savings in the running costs of New Park House. The savings requirement will be partially substituted by other Departmental budgets eg social workers staffing & asylum seekers and grant substitution of £500k (mostly Safeguarding Children).
25					
26	<u>Committee & Admin</u>				
27	Restructuring in Support services	77,500	77,500	0	Achieved
28	Restructuring Democratic Services	50,000	50,000	0	Delay in implementation of Licensing Act but go ahead given to recruit two posts at October F&PR meeting
29					
30	<u>Community Care</u>				
31	Renegotiate Housing 21 contract	50,000	100,000	(50,000)	Achieved - another 50k taken already
32	Administrative staff - 2 posts in contracts	35,000	35,000	0	Saving transferred to Physical Disabilities and Learning Disabilities as posts have been identified in these units for deletion
33	Flightways centre	100,000	100,000	0	Achieved
34	Reduction in grant to Age Concern	150,000	100,000	50,000	CRC on 28/7/2004 approved the variation to the budget of £50k. £75K one off budget transfer from highways.
35	Learning Disabilities - residential and day care efficiency savings	200,000	200,000	0	Significant work being undertaken in service - dependent on care costs. This saving is reliant on the closure of the Leys being on time and as this is on course it should be achieved. Leys closed 30th June.
36	Accelerated reprovion of The Leys centre	200,000	200,000	0	Centre will close, saving dependent on reprovioning costs for current clients. 3 clients moved to other in-house provision all staff are expected to move to their new post in the other homes soon . The home is expected to close 30 June . On target.
37	Close Springwood day centre	300,000	228,000	72,000	Cabinet on 22 March 2004 received an update report on Springwood, which advised that there was a risk of falling £72,000 short of the budgeted saving. The report advised that efforts will be made to contain these costs within the overall Community Care budget. The centre has been closed.

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Line reference	Revised Proposal	Budget 2004/05	Forecast Outturn	Variance	Progress & Risks of not achieving by 1 April
38					
39	<u>Communications</u>				
40	Cease media training for members and Directors	14,500	14,500	0	Achieved
41	FIRST TEAM - Reduce to bi-monthly	33,000	33,000	0	Achieved
42					
43	<u>Customer Care</u>				
44	Reduction in Marketing Service Budget	25,000	25,000	0	
45	Restructuring of Customer Services	100,000	44,000	56,000	Saving will not be achieved in full in 2004-05 - due to time necessary to restructure - likely to be operational by January 04
46	Translation and Interpretation Service - restructure	20,000	(10,000)	30,000	Decision taken to stop helpline and outsource day-time interpretation delayed. Finally approved at Council Sept 04 (£15k). Additional overspends in translation service across various expenditure headings (£15k)
47	Restructuring of Libraries / Close Totteridge Library	75,000	75,000	0	This saving now relates to staff savings and this depends on vacancies arising
48	Reduction in Libraries Media Fund	12,000	12,000	0	
49	Further reduction to Media Budget	44,500	44,500	0	
50	Closure of South Friern Library	72,000	0	72,000	Library remains open and partly funded via book fund. Decision taken to keep library open for rest of year.
51	Restructure of Leisure & Youth	255,670	43,919	211,751	Base Budget shortfall of £250k identified across the Leisure areas that have moved to Customer Care. In year problem partly offset by vacancies which leaves £222k projected variance in 2004-05.
52	Reduction in Greenwich Leisure Ltd. management fee	44,000	44,000	0	
53	Fitness for Life scheme to become self-financing	23,000	23,000	0	
54	Reduction in Leisure & Youth staff support cost due to smaller establishment	10,000	10,000	0	
55	Reduction in Leisure & Youth staff training budget	10,000	10,000	0	
56	Withdraw support from London Towers Basketball scheme in schools	30,000	30,000	0	

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Line reference	Revised Proposal	Budget 2004/05	Forecast Outturn	Variance	Progress & Risks of not achieving by 1 April
57	Close the Welsh Harp Sailing Base whilst major building works are undertaken	77,000	67,000	10,000	
58					
59	<u>Corporate Performance Office</u>				
60	Restructuring of admin and management support in CPO/IS	100,000	100,000	0	Achieved - Zero base budget now achieved
61	Merger and restructuring of CPO and IS	689,000	689,000	0	Achieved - Zero base budget now achieved
62	Corporate purchasing savings not achieved 2003/04	600,000	600,000	0	CRC on 28/7/2004 approved the write-off of £600k base savings target carried over from 2003/4. Balance of £600k considered achievable at this point. Approx £80k relating to mobile phones savings agreed with services and in process of being reclaimed.
63					
64	<u>Education</u>				
65	Standards & Effectivenss - reduction in running costs	40,000	40,000	0	Achieved
66	CIS post paid for through grant	23,000	23,000	0	Achieved
67	Transport savings from reduced outborough placements	100,000	85,100	14,900	Needs revaluation because of effect of single status award due in 2004-05. Monitoring to date which excludes these issues indicates a £14,900 overspend.
68	Music service - shift to fully traded service	17,000	17,000	0	Achieved
69					
70	<u>Environmental Services</u>				
71	Trade Waste - review of fees and enforcement	25,000	25,000	0	Profiled to achieve. Consultants report on sale of Trade Waste recommends service retained in-house pending DEFRA guidance on Landfill Allowance Trading Scheme and its impact on commercial business. DEFRA guidance expected Oct/Nov 2004.
72	Street Enforcement Service - efficiency savings & revised shift pattern	573,000	573,000	0	Achieved
73	Abandoned vehicles - increased income	30,000	30,000	0	Profiled to achieve
74	Air quality monitoring - reduction in monitoring station	7,000	7,000	0	Achieved
75	Pest control - reconfigure service	150,000	150,000	0	Achieved

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Line reference	Revised Proposal	Budget 2004/05	Forecast Outturn	Variance	Progress & Risks of not achieving by 1 April
76	Hendon Cemetery and Crematorium - increased income	60,000	25,000	35,000	Year to date activity lower than 2003/04. Further promotion of activity will be undertaken with local undertakers.
77	Street Trading - new license income	15,000	15,000	15,000	Implementation of charging scheme delayed. Cabinet briefing paper to be prepared.
78	Care & Repair - increased income	25,000	25,000	0	Profiled to achieve
79	Works in default - deletion of post	21,000	21,000	0	Achieved
80	Quality & Systems - deletion of posts	45,000	45,000	0	Achieved
81	Catering - elimination of subsidised services	100,000	(52,000)	152,000	Projected shortfall on school meals income.
82	Recycling - ECT contract	50,000	50,000	0	Achieved
83	Recycling - increased credits from higher collection	150,000	150,000	0	Profiled to achieve
84	Mill Hill depot - review of running costs	40,000	40,000	0	Achieved
85	Greenspaces - reduction in admin staff	15,000	15,000	0	Achieved
86	Greenspaces - withdrawal from annual Countryside Management service	36,000	36,000	0	Achieved
87	Management Restructure	95,000	95,000	0	Achieved
88	Review of waste & sustainability - reduction of posts	65,000	65,000	0	Achieved.
89	Private Sector Housing - reduced intervention	95,000	95,000	0	Achieved
90	Trading Standards - reduced service provision / posts	89,000	89,000	0	Achieved
91	Perimeter protection scheme - reduction in budget for security measures	47,000	47,000	0	Achieved
92	Parks - locking - revised operational arrangements	25,000	(65,000)	90,000	Increased tender bid received from contractor. Alternative options currently being implemented.
93	Leisure & Youth restructure savings - impact on Greenspaces	38,330	38,330	0	Achieved
94					

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Line reference	Revised Proposal	Budget 2004/05	Forecast Outturn	Variance	Progress & Risks of not achieving by 1 April
95	<u>Highways Building Control & Design</u>				
96	Highways Administration – reduction in posts	70,000	70,000	0	Achieved through vacancies
97	Design - restructure	250,000	250,000	0	Revised budget set - expenditure reduced by £250k, awaiting verification of income levels.
98	Highways Services - reduction in posts	233,000	233,000	0	Achieved through vacancies
99	Capitalisation of highways work	1,000,000	1,000,000	0	Achieved
100	Special Parking Account - increased net income	1,441,000	691,000	750,000	Review of parking income being undertaken. PCN issue rate remains low.
101	Pay & Display Fees - increased income	599,000	599,000	0	Review of parking income being undertaken
103	Infrastructure Team - increased income	120,000	120,000	0	TfL Funding under threat
104	Gully Cleansing - contract savings	6,000	6,000	0	Achieved
105	Traffic Census - efficiency savings	5,000	5,000	0	Achieved
106	School Patrols - reduced demand	25,000	25,000	0	Achieved
107	Public Transport - minor works reduction	16,000	16,000	0	Achieved
108	Traffic & Road Safety - alternative funding	89,000	89,000	0	Achieved
109	Reduction in contract prices negotiated as part of the carriageway contract extensions	200,000	200,000	0	Achieved
110	<u>Housing</u>				
13	Outsourcing of document scanning and indexing (formerly in Borough Treasurer's)	75,000	75,000	0	Budget assumed contract starting in July, but likely to slip to September - will remain amber until contract implemented.
111	Rent increase on all B&B	190,000	190,000	0	On target but profile of reductions may be reviewed due to market changes
112	Rent increase on hotel accommodation for single people	80,000	80,000	0	On target but profile of reductions may be reviewed due to market changes
113	Conversion of Hotel Annexes to PSL	270,000	270,000	0	On target but profile of reductions may be reviewed due to market changes
114	Full year effect of rent rollup scheme	400,000	400,000	0	On target but profile of reductions may be reviewed due to market changes
115	Reduced administrative costs	35,000	35,000	0	Achieved

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Line reference	Revised Proposal	Budget 2004/05	Forecast Outturn	Variance	Progress & Risks of not achieving by 1 April
116					
117	<u>Human Resources</u>				
118	Restructuring of Learning and Development	178,000	178,000	0	Achieved
119	Mainstreaming Equalities	87,000	87,000	0	Achieved
120	Restructure Health and Safety team	55,000	55,000	0	Achieved
121	Restructure Strategy Unit	58,000	58,000	0	Achieved
122	Conferences	20,000	20,000	0	Achieved
123	Equipment	20,000	20,000	0	Achieved
124	Postage	20,000	20,000	0	Achieved
125	Print / stationery	30,000	30,000	0	Achieved
126	Rent payments	20,000	20,000	0	Achieved
127	HR Operations - restructuring & devolution	300,000	203,000	97,000	Costing of Devolution of HR operations now completed. Virements to Services have now been actioned. Unachievable income target from HRA remains.
128					
129	<u>Planning</u>				
130	Planning advice - new charge	35,000	35,000	0	New charging regime started in June - Pilot run. Income being reviewed and over £10k has been received to date but total unclear at moment.
131	Section 106 - additional income	15,000	15,000	0	DPR Report on increased Section 106 fees
132	Planning fees - additional income	10,000	10,000	0	Dependant on demand - reactive to property market and national economic conditions
133					
134	<u>Valuation</u>				
135	Valuation- external income from developers	40,000	40,000	0	
137					
138	<u>Public Offices</u>				
139	Rates Reduction at NLBP	287,000	287,000	0	Rates reduction achieved. Further staff moves cost £129,4000 reported to Cabinet Resources on 8 July 2004.

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Line reference	Revised Proposal	Budget 2004/05	Forecast Outturn	Variance	Progress & Risks of not achieving by 1 April
140	Maintenance cut to Public Offices (West)	35,000	35,000	0	Achieved
141					
142	Directors Group				
143	Regrouping	210,000	210,000	0	Achieved
144					
145					
146	TOTALS	14,367,500	11,948,849	2,433,651	
147					
148	Summary				
149		7,676,830	7,676,830	0	
150		4,347,000	3,798,100	548,900	
151		2,343,670	473,919	1,884,751	
152	Totals	14,367,500	11,948,849	2,433,651	

Ref	Service Area	Description	Details	Total Saving £	Start Date	Saving 2004-05 £	Forecast Outturn £	Variance £	Progress & Risks of not achieving by 1 April
	Borough Solicitor								
AS01	Borough Solicitor	Supplies and Services	Supplies and Services	27,151	01.01.2005	6,788	-	6,788	
AS02	Borough Solicitor	Services	Court Fees	10,000	01.01.2005	2,500	-	2,500	
AS03	Borough Solicitor	Services	Land Registry Fees	2,500	01.01.2005	625	-	625	
AS04	Borough Solicitor		Counsels Fees	33,000	01.01.2005	8,250	-	8,250	
AS05	Borough Solicitor	IT	IT	20,800	01.01.2005	5,200	-	5,200	
AS06	Borough Solicitor	Registrars Income	Registrars Income	19,500	01.01.2005	4,875	-	4,875	
AS07	Borough Solicitor	Legal Fees - Receipts	Legal Fees - Receipts	35,000	01.01.2005	8,750	-	8,750	
AS08	Borough Solicitor	Court Costs Awarded	Court Costs Awarded	10,000	01.01.2005	2,500	-	2,500	
AS09	Borough Solicitor	Copying Charges	Copying Charges	1,000	01.01.2005	250	-	250	
	Borough Treasurer							0	
BS01	Borough Treasurer	Staff	Cashiers - Close Wood Street	30,000	01.01.2005	7,500	-	7,500	
BS02	Borough Treasurer	Staff	Internal audit - Delete one post	15,000	01.01.2005	3,750	-	3,750	Saving achieved through vacancy - already accounted for in budget monitoring
BS03	Borough Treasurer	Staff	Administration - Delete one post	25,000	01.04.2005	0	-	0	
BS04	Borough Treasurer	Other Expenses	Expenses service wide	15,000	01.01.2005	3,750	-	3,750	
BS04	Borough Treasurer	IT	Reduce IT budgets service wide	30,000	01.04.2005	0	-	0	
BS05	Borough Treasurer	Staff	Car allowances service wide	20,000	01.01.2005	5,000	-	5,000	
BS06	Borough Treasurer	Transport	Corporate - Car leasing	16,000	01.01.2005	4,000	-	4,000	
BS07	Borough Treasurer	Staff	CAFT - Vacancy factor	15,000	01.01.2005	3,750	-	3,750	
BS08	Borough Treasurer	Staff	Welfare rights - Delete one post	21,000	01.01.2005	5,250	-	5,250	Saving achieved through vacancy - already accounted for in budget monitoring
BS09	Borough Treasurer	Staff	Accountancy - Mini restructure	80,000	01.09.2005	0	-	0	
BS10	Borough Treasurer		Grants	25,000	01.04.2005	0	-	0	
BS11	Borough Treasurer	Staff	Assessments - Delete one post	25,000	01.04.2005	0	-	0	
	Central Expenses							0	
CS1	Central Expenses	Misc	Democratic Health Network	690	2004-05	690	-	690	
CS2	Central Expenses	Misc	London Team Against Fraud	7,500	01.04.2005	0	-	0	
	Children's Services							0	
DS2	Children's Services	Efficiency review		278,000	2004-05	278,000	-	278,000	Efficiency target agreed by Cabinet before CPO completed their work to recommend how the savings may be achieved. This work is now completed and the proposals accepted but there will be no saving in 2004-5.
	Committee							0	
ES01	Committee		Reduction of one manager post	18,000	15.11.2005	0	-	0	Will be achieved in 2005/06
ES02	Committee		Reduction of 1/2 x FTE post within Member Support Team	13,000	01.04.2005	0	-	0	Will be achieved in 2005/06
ES03	Committee		Reduction of 1 1/2 x FTE posts in Office Support Team.	37,000	01.04.2005	0	-	0	Will be achieved in 2005/06
ES04	Committee		Supplies & Services	3,000	01.04.2005	0	-	0	Will be achieved in 2005/06
ES06	Committee		Transport	2,000	01.04.2005	0	-	0	Will be achieved in 2005/06
	Community Care							0	

Ref	Service Area	Description	Details	Total Saving £	Start Date	Saving 2004-05 £	Forecast Outturn £	Variance £	Progress & Risks of not achieving by 1 April
FS1	Community Care	Services	Placements	450,000	£338K 09.04	338,000	338,000	0	
FS2	Community Care	Supplies and Services	IT	15,660		15,660	15,660	0	
FS3	Community Care	Supplies and Services	Printing & Stationery	13,895		13,895	13,890	5	
	CPO & IS							0	
GS3	CPO & IS	Equipment & Materials	Procurement savings	300,000	01.04.2005	0	-	0	
GS1	CPO & IS	Services	HBS Business Services - Print Contract	60,000	01.04.2005	0	-	0	
GS1	CPO & IS	Services	IS Partners	15,000	01.04.2005	0	-	0	
GS2	CPO & IS	Staff	IS vacancies	30,000	01.04.2005	0	-	0	
	Customer Care							0	
HS05	Customer Care	Staff	Cessation of Translation Service	65,460	01.01.2005	16,365	-	16,365	
HS07	Customer Care	Equipment & Materials	Savings on running costs	27,659	01.04.2005	0	-	0	
HS08	Customer Care	IT Services	Savings on IT expenditure	24,550	01.04.2005	0	-	0	
HS09	Customer Care	Media Fund	Savings on purchase of stock	30,000	01.04.2005	0	-	0	
HS10	Customer Care	Staff	Staff restructure	221,320	01.04.2005	0	-	0	
	Design							0	
KS15	Design	Services	Design services	250,000	01.04.2005	0	-	0	
	Development							0	
	Development	IT		3,080	01.01.2005	770	-	770	
NS06	Development	staff savings		14,295	01.04.2005	0	-	0	
	Education							0	
IS04	Education	Planning, Access & resources	reorganisation	95,000	01.04.2005	0	-	0	
IS05	Education	Planning, Access & resources	travel passes	50,000	01.04.2005	0	-	0	
IS08	Education	Planning, Access & resources	Publications	10,000	01.04.2005	0	-	0	
IS07	Education	Standards & Inclusion	Delete transport client officer post	20,000	01.04.2004	20,000	20,000	0	Vacant post will be deleted 01/04/2005
IS09	Education	Early Years, Families, Play & Youth	Reorganisation	70,000	01.04.2005	0	-	0	
IS10	Education	Children & Family Day Centres	salaries reduction	40,000	01.04.2005	0	-	0	
IS11	Education	Play & After School service	staffing reductions	10,000	01.04.2005	0	-	0	
IS12	Education	Fees & Charges	Traded Services	50,000	01.04.2005	0	-	0	
IS13	Education	Standards & Effectiveness	increased use of grant income to fund posts	50,000	01.04.2005	0	-	0	
IS14	Education	Standards & Inclusion	Grant income to fund posts	25,000	01.04.2005	0	-	0	
IS15	Education	Standards & Effectiveness	reduce EBP grant by 3% -efficiency saving	2,500	01.04.2005	0	-	0	
IS16	Education	Standards & Effectiveness	Reduced running costs	7,500	01.04.2005	0	-	0	
	Environment							0	
JS06	Environment	Services	LA 21 Grants	5,000	01.04.2005	0	-	0	
JS07	Environment	Staff	Parks & Open Spaces - management	100,000	01.04.2005	0	-	0	
JS08	Environment	Staff	Staff - overtime	3,500	01.04.2005	0	-	0	

Ref	Service Area	Description	Details	Total Saving £	Start Date	Saving 2004-05 £	Forecast Outturn £	Variance £	Progress & Risks of not achieving by 1 April
JS08	Environment	Staff	Management and Support	500	01.04.2005	0	-	0	
JS09	Environment	Equipment and Materials		50,000	01.04.2005	0	-	0	
JS09	Environment	Services	Street Cleansing - external graffiti	12,000	01.04.2005	0	-	0	
JS10	Environment	Equipment and Materials	Domestic Refuse - bin purchase	15,000	01.04.2005	0	-	0	
JS10	Environment	Equipment and Materials	Domestic Refuse - protective clothing	4,000	01.04.2005	0	-	0	
JS10	Environment	Fees & Charges	Domestic Refuse - special collection income	10,000	01.04.2005	0	-	0	
JS11	Environment	Services	Road structural repairs	35,000	01.04.2005	0	-	0	
JS12	Environment	Services	Allotments	50,000	01.04.2005	0	-	0	
JS13	Environment	Staff	Street Enforcement Service	820,000	01.01.2005	205,000	150,000	55,000	Report not yet approved - due to go to committee in November.
JS14	Environment	Fees & Charges	Golf Courses - running costs	108,000	01.04.2005	0	-	0	
JS15	Environment	Services	Abandoned Vehicles	12,000	01.10.2004	6,000	12,000	-6,000	
JS16	Environment	Training		10,000	01.04.2005	0	-	0	
JS17	Environment	Services	Highways Maintenance	50,000	01.04.2005	0	-	0	
JS18	Environment	Services	Mill Hill Depot	100,000	01.01.2005	0	-	0	
JS19	Environment	Stationery		870	01.04.2005	0	-	0	
JS19	Environment	Printing		166	01.04.2005	0	-	0	
JS19	Environment	Stationery		350	01.04.2005	0	-	0	
JS20	Environment	Equipment and Materials		1,216	01.04.2005	0	-	0	
JS21	Environment	IT		4,920	01.04.2005	0	-	0	
JS22	Environment	Fees & Charges	Recycling - increase in green waste collection	44,000	01.04.2005	0	-	0	
	Highways								0
KS03	Highways	Staff		32,000	01.01.2005	8,000	8,000	0	
KS07	Highways	IT	IT - invest to save	50,000	01.04.2005	0	-	0	
KS08	Highways	Equipment and Materials		2,864	01.04.2005	0	-	0	
KS08	Highways	General Office Expenses		500	01.04.2005	0	-	0	
KS08	Highways	IT		11,520	01.04.2005	0	-	0	
KS08	Highways	Other Expenses		50,808	01.04.2005	0	-	0	
KS08	Highways	Printing		3,946	01.04.2005	0	-	0	
KS08	Highways	Stationery		1,444	01.04.2005	0	-	0	
KS09	Highways	Services	Street Lighting - maintenance	300,000	01.04.2005	0	-	0	
KS10	Highways	Misc	Misc - Routine Works	40,000	01.04.2005	0	-	0	
KS11	Highways	Fees & Charges	Private Works Reinstatement - Developers Income	10,000	01.04.2005	0	-	0	
KS11	Highways	Fees & Charges	Rechargeables	20,000	01.04.2005	0	-	0	
KS12	Highways	Equipment and Materials	Car Parks - repairs/maintenance	8,000	01.04.2005	0	-	0	
KS12	Highways	Equipment and Materials	Disabled Crossing Facilities	5,000	01.04.2005	0	-	0	
KS12	Highways	Staff	Schools Crossing Patrols	5,000	01.04.2005	0	-	0	
KS13	Highways	Equipment and Materials	Home Zones - works budget	30,000	01.04.2005	0	-	0	
KS14	Highways	Fees & Charges	Parking Income	50,000	01.01.2005	12,500	-	12,500	
	Housing -General Fund							0	

Ref	Service Area	Description	Details	Total Saving £	Start Date	Saving 2004-05 £	Forecast Outturn £	Variance £	Progress & Risks of not achieving by 1 April
LS01	Housing -General Fund	Community centre staffing		13,000	01.01.2005	3,250	-	3,250	
LS02	Housing -General Fund	IT		16,800	01.10.2004	8,400	-	8,400	
LS03	Housing -General Fund	Temporary Accomodation		50,112	01.04.2005	0	-	0	
	Human Resources							0	
MS06	Human Resources	Equipment and Materials	Service Wide	25,000	01.04.2005	0	-	0	
MS06	Human Resources	Staff	Service Wide	125,000	01.04.2005	0	-	0	
	Planning							0	
NS02	Planning	Employees		13,298	01.01.2005	3,325	-	3,325	
NS03	Planning	Transport		2,330	01.01.2005	583	-	583	
NS04	Planning	Supplies & Services		10,207	01.01.2005	2,552	-	2,552	
NS05	Planning	Income		61,606	01.01.2005	15,402	-	15,402	
	Public Offices							0	
	Public Offices	Equipment and Materials		889	01.04.2005	0	-	0	
	Public Offices	Equipment and Materials	Floral Decorations	154	01.04.2005	0	-	0	Will be achieved in 2005/06
	Public Offices	General Office Expenses		142	01.04.2005	0	-	0	
	Public Offices	Printing		400	01.04.2005	0	-	0	
	Public Offices	Staff		10,598	01.04.2005	0	-	0	
	Public Offices	Staff		279	01.04.2005	0	-	0	
	Public Offices	Staff		105	01.04.2005	0	-	0	
	Strategic Directors							0	
PS01	Strategic Directors	Executive Directors Running Costs	Reduced Printing, Conference and Stationery Budgets	25,160	01.10.2004	12,580	-	12,580	
PS02	Strategic Directors	Consultants Fees	Remove Consultants Fees budget for Arts Depot	31,000	01.04.2005	0	-	0	
PS03	Strategic Directors	Young Peoples Team	Efficiency Savings within Young Peoples Team	15,000	01.01.2005	3,750	-	3,750	
PS04	Strategic Directors	Communications	Reduce First team to 4 issues a year	11,000	01.10.2004	5,500	-	5,500	
	Valuation							0	
HS10	Valuation	Equipment and Materials		4,000	01.04.2005	0	-	0	
HS10	Valuation	Staffing		14,600	01.04.2005	0	-	0	
	TOTAL			5,274,344		1,042,958	557,550	485,408	

AGENDA ITEM: 10

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Meeting	Cabinet Resources Committee
Date	25 November 2004
Subject	Law & Probity Service: Proposed Fees and Charges 2005
Report of	Cabinet Member for Resources
Summary	To approve an increase in fees and charges for the Law & Probity Service

Officer Contributors	Jeff Lustig, Borough Solicitor
Status (public or exempt)	Public
Wards affected	All
Enclosures	Appendix – Fees and Charges Schedule
For decision by	Cabinet Resources Committee
Function of	Executive
Reason for urgency / exemption from call-in (if appropriate)	N/A

Contact for further information: Jeff Lustig, Borough Solicitor

020 8359 2008

1. RECOMMENDATIONS

- 1.1 That the fees and charges detailed in the attached Appendix be approved.**

2. RELEVANT PREVIOUS DECISIONS

- 2.1 Cabinet Resources 23 September 2004 Decision no 6.1 that increases in fees and charges in line with the Financial Forward Plan be approved by Heads of Service in consultation with the Cabinet Member for Resources, and that these increases be implemented from 1 January each year, with only limited exceptions to those being increased from 1 April.
- 2.2 Cabinet Resources 23 September 2004 Decision no 6.1- that increases in fees and charges above the rate assumed in the Financial Forward Plan be approved by Cabinet Resources Committee, and that these increases be implemented from 1 January each year, with only limited exceptions to those being increased from 1 April.
- 2.3 Council 2 March 2004 – Approval of Law & Probity Service Performance Management Plan including current level of fees and charges

3. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

- 3.1 An increase in fees and charges is necessary to ensure resources to support the priorities set out in the Corporate Plan 2004/5-2007/8

4. RISK MANAGEMENT ISSUES

- 4.1 Failure to increase fees and charges adequately will create pressures on Council budgets.

5. FINANCIAL, STAFFING, ICT AND PROPERTY IMPLICATIONS

- 5.1 The impact of increased fees and charges will be taken into account in the 2004/2005 - revenue monitor and the 2005/2006 forward plan process.

6. COMMENTS, IF ANY, OF THE COUNCIL'S STATUTORY OFFICERS (HEAD OF PAID SERVICE, CHIEF FINANCE OFFICER, MONITORING OFFICER)

- 6.1 None.

7. BACKGROUND INFORMATION

- 7.1 Fees and charges are normally increased annually and it is proposed that they will be increased from 1 January 2005. The level of increase would normally be delegated to Heads of Service in consultation with Cabinet Member for Resources but where increase exceeds the rate of inflation this needs to be reported to Cabinet Resources Committee. Fees within the Legal Practice have been reviewed and set against market rates and the costs involved in doing the work. In the majority of cases the proposed level of increase is in excess of the rate of inflation, but are, nevertheless, considered to be appropriate. Similarly, others fees within the Service have been increased to what are considered to

be appropriate levels. This includes the fees for a standard local land charges search with enquiries. In common with all other fees, the annual review date is being moved from 1 April to 1 January and, thereafter, all future reviews will take place on 1 January in each year.

7.2 The existing and proposed new fees and charges are set out in the Appendix.

8. LIST OF BACKGROUND PAPERS

8.1 None

APPENDIX

LAW AND PROBITY

SCHEDULE OF FEES & CHARGES – 2005

Service	VAT	Existing	Proposed from 1st January 2005
Legal Practice			
Mortgages	N	£450	£540
HAA Redemptions (1 st Charge) (2 nd Charge at same time)	N	£110 per charge	£132
Mortgage Questionnaire	N	£75	£90
Mortgage Status Enquiry/Arrears	N	£75	£90
Further Advances under £15,000 over £15,000	N	£250	£300
Postponement of Discount	N	£80	£96
Notices of Assignment and Charge	N	£55	£66
Transfer of Equity	N	£250	£300
Transfer of Equity with Guarantee	N	£300	£360
Sale of Garden Extension Land	N	£500	£600
Garden Licences	N	£410	£500
Deed of Variation (Repairs RTB)	N	£410	£500
Deed of Variation (Repairs VOL)	N	£410	£500
Sundry Transactions e.g. Deed of Variation, Release, Surrender	N	£410	£500
Easements	N	£410	£500
Licence to Assign, Change Use, Sub-Let	N	£410	£500
Licence to Carry Out Works	N	£410	£500
Statutory Undertakers Rights	N	£550	£660
Enfranchisement 1967 Act 1993 Act	N	£410	£500
Occupational Licences, Grants of User Rights	N	£410	£500
Section 17 Declaration	N	£410	£500
Highways Licence	N	£600 for first 4 hours and then £150 per hour	£1100 Between 1-4 hrs £180 per hour thereafter
Section 106 Agreement, Revocation Order, Section 38 Agreement, Section 104 Agreement or combined Agreement	N	£900 for first 6 hours then £150 per hour	Education S106 Agreements Flat Fee of £1100. Others -£1500 between 1-6 hours £180 per hour thereafter
Stopping Up/Diversion of Highway Order Section 117 or Section 119 Highways Act 1980	N	£900 for first 6 hours then £150 per hour	£1500 between 1-6 hours £180 per hour thereafter

Service	VAT	Existing	Proposed from 1st January 2005
Development Schemes	N	Up to £5M, 1.5% of sale price (max. £50000) £5M and above 1% of sale price	No change
Freehold Disposal or leasehold assignment commercial property inc. agricultural land etc.	N	1.5% of sale price or £3000 whichever is the greater	1.8% of sale price or £3600 whichever is the greater
Non-residential leases	N	£3000 or 5% of premium or 10% of first year's rent whichever is the greater	£3600 or 6% premium or 12% of Year 1 rent whichever is the greater
Discharges on repayment of mortgage	N	£100	£150
Release of Discount	N	£50	£60
Deed of Covenant by Sub-lessee	N	£100	£120
Friern Barnet & Somercoastes Equity Share. Staircasings	N	Nil	No change
PHOTOCOPYING In all cases there will be an administration charge of £10.			
Photocopying A4	Y	£3 + 13p per single sheet	£10 + 20p per sheet
Photocopying A4 – double sided	Y	£3 + 18p per double sided sheet	£10 + 25p per double sided sheet
Photocopying A3	Y	£3 + 23p per sided sheet	£10 + 30p per sheet
Photocopying A3 – double sided	Y	£3 + 30p per double sided sheet	£10 + 40p per double sided sheet
Photocopying A4 Colour	Y	£3 + 65p per sided sheet	£10 + £1 per sheet
Photocopying A4 Colour – Double sided	Y	£3 + £1 per double sided sheet	£10 + £1.30p per double sided sheet
Photocopying A3 Colour	Y	£3 + £1 per sheet	£10 + £1.50 per sheet
Photocopying A3 Colour doublesided	Y	£3 + £1.50 per doublesided sheet	£10 + £2 per double sided sheet
Large items – maps, plans etc.	Y	These can involve a lot of work and therefore higher costs. Individual quotation.	Minimum charge £30

Service	VAT	Existing	Proposed From 1 st January 2005	Comments
Local Land Charges Searches and Enquiries				
PART I				
One parcel of domestic land	N	244.00 (250.00)	269.00 (275.00)	Figures in brackets include statutory official search fee
One parcel of commercial land	N	244.00 (250.00)	269.00 (275.00)	
Each additional parcel of land	N	32.00 (33.00)	35.00 (36.00)	
Personal Search	N	314.00 (325.00)	349.00 (360.00)	24 hour turn-round
PART II				
Each initial enquiry	N	15.00	20.00	
Each additional enquiry	N	30.00	35.00	
Electoral Registration				
Sale of name and address labels from register of electors	Incl.	30.00 per 1000 names	33.00 per 1000 names	
To check previous registers of electors from 1984 to date	Incl.	2.00 per year	2.50 per year	Pre-1984 registers held at library archives.
Letter of residence to confirm entry of a name on electoral register at given address	Incl.	17.00 one year 22.00 2-5 years 28.00 over 5 years	25.00 one year 30.00 2-5 years 35.00 over 5 years	

Letter of established use to show address has been converted from one to two or more properties	Incl.	17.00 one year 22.00 2-5 years 28.00 over 5 years	25.00 one year 30.00 2-5 years 35.00 over 5 years	
Sale of maps showing wards and polling districts in the borough	Incl.	15.00 each	18.50 each	
Registration of Births, Deaths and Marriages				
Attendance of Registrars at the Woodville Suite, Registrars Office, 29 Wood Street:-				
Monday to Friday	N	135.00	150.00	
Saturday	N	195.00	205.00	
Sunday and Bank Holiday	N	250.00	260.00	
Attendance of Registrars at The Oak Room (the decommissioned marriage room) at the Register Office, Burnt Oak Broadway:-				
Monday to Wednesday	N	34.00 (statutory fee)	34.00	So that the marriage room is available at the same cost as the statutory fee for those people for which this is important.
Thursday to Friday	N	80.00 100.00	90.00 110.00	
Saturday	N			

Sunday and Bank Holiday	N	250.00	260.00	
Attendance of Registrars at other Approved Premises Marriages:-				
Monday to Friday	N	240.00	250.00	
Saturday	N	295.00	310.00	
Sunday and Bank Holiday	N	350.00	375.00	
Approval of premises as a venue for civil weddings (other than Council owned or controlled premises for which there is no fee)	N	700.00	750.00	
Civil Ceremonies such as Naming and Renewal of Vows	Incl	180.00	160.00	Delivered in partnership with Civil Ceremonies Ltd. Charge reduced to encourage more.
Individual Citizenship ceremonies:-				
Monday to Friday	N	172.00 (240.00)	182.00 (250.00)	Figures in brackets include statutory fee which covers group ceremony only. We are offering personalised ceremonies for those who want them.
Saturday	N	227.00 (295.00)	242.00 (310.00)	
Sunday and Bank Holiday	N	282.00 (350.00)	307.00 (375.00)	