

Meeting of the Council of the London Borough of Barnet

TO BE HELD ON

TUESDAY 28TH FEBRUARY, 2023 AT 7.00 PM

VENUE

HENDON TOWN HALL, THE BURROUGHS, LONDON NW4 4BQ

SUMMONS AND AGENDA



All Councillors are hereby summoned to attend the Council Meeting for the transaction of the business set out.

Agenda and Timetable
Tuesday 28th February, 2023

Item	Subject	Timing	Page Nos
	Part 1 - Statutory formalities/Announcements (20 minutes)		
1.	Apologies for absence		
2.	Elect a Member to preside if the Mayor is absent		
3.	Words from Young People in Barnet		
4.	Declarations of Interest		
5.	Minutes of the last meeting		5 - 20
6.	Official announcements		
7.	Any business remaining from last meeting		
8.	Resolution of Appreciation		
9.	The Mayoralty for the Municipal Year 2023 - 2024		
	Break (15 minutes)		
	Part 2 – Business for Debate (60 minutes)		
10.	Reports from the Leader		
11.	Reports from Committees		
11.1	Report from Policy & Resources Committee Business planning - Budget 2023/24 and Medium Term Financial Strategy 2023-27		21 – 380
11.2	Report from Policy & Resources Committee - Corporate Plan		381 - 424

12.	Reports of Officers		
12.1	Report of the Chief Executive - Results of the Golders Green Ward By Election on 16 February 2023		425 - 430
12.2	Report of the Monitoring Officer - Constitution Review		431 – 664 Appendices K & M to follow
12.3	Report of the Head of Governance - Members' Allowances Scheme 2023/24		665 - 692
12.4	Report of the Head of Governance - Political Proportionality		693 - 700
12.5	Report of the Head of Governance - Administrative Matters		To follow

Andrew Charlwood, Head of Governance
2 Bristol Avenue, Colindale, NW9 4EW

FACILITIES FOR PEOPLE WITH DISABILITIES

Hendon Town Hall has access for wheelchair users including lifts and toilets. The Council Chamber has an induction loop so that those who have hearing difficulties can hear the debate. **If you wish to let us know in advance that you will be attending the meeting, please telephone the Governance Service (020 8359 6452).**

People with hearing difficulties who have a text phone, may telephone our Minicom number on 020 8203 8942.

FIRE/EMERGENCY EVACUATION PROCEDURE

If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. You will be directed to the nearest exit by Committee staff or by uniformed custodians. It is vital you follow their instructions.

You should proceed calmly; do not run and do not use the lifts.

Do not stop to collect personal belongings

Once you are outside, please do not wait immediately next to the building, but move some distance away and await further instructions.

Do not re-enter the building until told to do so.

Recording of meetings

Members of the public have the right to film, record or photograph public meetings. You may be asked to stop filming, photographing or recording a meeting if the Chair feels that the activity is disrupting the meeting.

The meeting may be broadcast live or recorded for later transmission by the Council.

Recordings may be available live or for twelve months afterwards.

If you are attending the meeting either in person or online, you understand that you may be picked up in recordings made by the public or the Council.

Minutes

OF THE MEETING OF THE COUNCIL OF THE LONDON BOROUGH OF BARNET
held at Hendon Town Hall, The Burroughs, London NW4 4BQ, on 24 January 2023

AGENDA ITEM 5

PRESENT:-

The Worshipful the Mayor (Councillor Alison Moore)
The Deputy Mayor (Councillor Nagus Narenthira)

Councillors:

Ernest Ambe	Eva Greenspan	Ammar Naqvi
Richard Barnes	Rohit Grover	Alex Prager
Zahra Beg	Kamal Gurung	Simon Radford
Andrea Bilbow OBE	Lachhya Gurung	Barry Rawlings
Anne Clarke	Marianne Haylett	Danny Rich
Pauline Coakley Webb	Ross Houston	Tim Roberts
Dean Cohen	Anne Hutton	Ella Rose
Philip Cohen	Giulia Innocenti	Gill Sargeant
Joshua Conway	Andreas Ioannidis	Alan Schneiderman
Sara Conway	Laithe Jajeh	Elliot Simberg
Geof Cooke	Humayune Khalick	Caroline Stock
Alison Cornelius	Paul Lemon	Liron Woodcock-
Richard Cornelius	David Longstaff	Velleman
Edith David	Kath McGuirk	Tony Vourou
Val Duschinsky	Nick Mearing-Smith	Lucy Wakeley
Paul Edwards	Michael Mire	Sarah Wardle
Claire Farrier	Arjun Mittra	Emma Whysall
Shuey Gordon	Giulia Monasterio	Nigel Young
		Zakia Zubairi

Apologies for Absence

Councillor	Councillor Matthew Perlberg
Rishikesh Chakraborty	Councillor Mark Shooter
Councillor Jennifer Grocock	Councillor Daniel Thomas
Councillor Linda Lusingu	

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Daniel Thomas, Jennifer Grocock, Rishikesh Chakraborty, Matthew Perlberg and Mark Shooter.

2. ELECT A MEMBER TO PRESIDE IF THE MAYOR IS ABSENT

The Worshipful the Mayor was present.

3. WORDS FROM YOUNG PEOPLE IN BARNET

The Worshipful the Mayor invited Safiya, Saliha, Zubair and Assiya members of the My Say Matters project to say a few words.

4. DECLARATIONS OF INTEREST

Cllr Lemon declared an interest in relation to item 13.4 by virtue of being employed by Transport for London (TfL).

Cllr Clarke declared an interest in relation to items 13.2 and 13.4 by virtue of being the London Assembly Member for Barnet and Camden.

Cllr Mitra declared an interest in relation to items 13.2 and 13.4 by virtue of working for the Greater London Authority.

5. MINUTES OF THE LAST MEETING

RESOLVED that the Minutes of the Ordinary and Extraordinary Council meetings held on 1 November 2022 be agreed as a correct record.

6. OFFICIAL ANNOUNCEMENTS

The Worshipful the Mayor informed that she had written to the Mayor of Pokhara following the recent air crash in our twin town of Pokhara. The borough flag had been flown at half-mast. A letter received from the Mayor of Pokhara was read out and The Worshipful the Mayor then invited the Chamber to join in standing for a minutes silence.

The Worshipful the Mayor sadly acknowledged the passing of Councillor Melvin Cohen and expressed her condolences to his family who were in the public gallery.

The Worshipful the Mayor invited tributes to Councillor Melvin Cohen from Councillors Dean Cohen, Councillor Barry Rawlings, Councillor David Longstaff, Councillor Tony Vourou, Councillor Richard Cornelius, Councillor Alan Schneiderman and Councillor Alison Cornelius.

The Worshipful the Mayor then asked the Council to stand for a minute's silence.

The Worshipful the Mayor acknowledged the sad passing of Vi Britchfield, who sat as Chair of the Barnet Homes Board up until The Barnet Group was formed in 2012.

The Worshipful the Mayor also acknowledged the passing of two officers, Matthew Kendall who was an Assistant Director of Adult Social Care for Barnet until 2019 and Robert Woolhead who was part of the Members IT Support team and had worked at Barnet Council for many years.

The Worshipful the Mayor reminded members of the Holocaust Memorial Commemoration being held at Middlesex University on Sunday 29th January 2023 and encouraged all to attend.

The Worshipful the Mayor reminded members that we were in pre-election period for the Golders Green by-election and were asked to be mindful of any matters that relate to that ward.

7. ANY BUSINESS REMAINING FROM LAST MEETING

None.

8. QUESTIONS TO THE LEADER (AND COMMITTEE CHAIRMEN IF HE/SHE HAS DELEGATED)

Answers to the questions submitted were provided as a supplementary paper to the agenda.

Supplementary questions were then asked and answered within the allotted time given for the item.

9. PETITIONS FOR DEBATE (20 MINUTES)

None.

10. REPORTS FROM THE LEADER

None.

11. REPORTS FROM COMMITTEES

11.1 REFERRAL REPORT FROM CONSTITUTIONAL & GENERAL PURPOSES COMMITTEE - PAY POLICY STATEMENT 2023/24

Councillor Rawlings, Chair of the Constitution and General Purposes Committee, moved the reception and adoption of the recommendations in the report.

On the recommendations in the report being put to the vote, the votes were recorded as follows:

For: 56
Against: 0
Abstain: 0
Absent: 6
Total: 62

RESOLVED that Council approves the Annual Pay Policy Statement for the financial year 2023/24 (Appendix A).

12. REPORTS OF OFFICERS

12.1 REPORT OF THE MONITORING OFFICER - CONSTITUTION REVIEW

The Monitoring Officer introduced the report, outlining the changes to various sections of the Constitution.

Councillor Rawlings moved reception and adoption of the recommendations in the report.

On the recommendations in the report being put to the vote, the votes were recorded as follows:

For: 38
Against: 18
Abstain: 0
Absent: 6
Total: 62

RESOLVED that:

- 1. Council consider and approve the first tranche of the Constitution as set out in the Appendices A to H attached.**
- 2. Council agree that the Constitution sections attached as Appendices A to G will come into effect at Annual Council in May 2023 and that the Members Licensing Code will come into effect immediately.**
- 3. Council delegate authority to the Monitoring Officer to make 'housekeeping changes' to the Constitution such as terminology to ensure consistency, numbering and formatting changes.**

12.2 REPORT OF THE DIRECTOR OF FINANCE - LONDON BOROUGH GRANTS SCHEME - BOROUGH CONTRIBUTIONS, 2023/24

The Head of Governance introduced the report, outlining the proposals of the London Council's leaders Committee regarding the overall level of expenditure of, and borough contributions to the London Boroughs Grants Schemes (LBGS) in 2023/24.

On the recommendations in the report being put to the vote the votes were recorded as follows:

For: 56
Against: 0
Abstain: 0
Absent: 6
Total: 62

RESOLVED that:

- 1. The recommendation of the London Councils Leaders' Committee for an overall level of expenditure and borough contributions of £6,686,152 in 2023/24, involving a levy on Barnet of £295,545, be approved.**
- 2. That the Executive Director of Strategy & Resources (Section 151 Officer) be instructed to inform the Chief Executive of London Councils accordingly.**

12.3 REPORT OF THE HEAD OF GOVERNANCE

The Head of Governance introduced the report, outlining the various administrative matters for Council's agreement.

On the recommendations in the report being put to the vote, the votes were recorded as follows:

For: 56
Against: 0
Abstain: 0
Absent: 6
Total: 62

RESOLVED that:

- 1. Council note and approve the appointments to Outside Bodies in Appendix A.**
- 2. Council approve the appointments of the Other Appointments outlined in Appendix B.**
- 3. Council approve the changes to appointments of Committees outlined in Appendix C.**
- 4. Council approve the additional changes to appointments of Outside Bodies outlined in Appendix D.**

12.4 CALCULATION OF POLITICAL BALANCE REPORT

The Head of Governance introduced the report outlining the casual vacancy that had arisen from the sad death of Councillor Melvin Cohen which has altered the political balance of the Council. On 24th January the Proper Officer received notification that Councillor Linda Lusingu would be becoming an Independent Member.

On the recommendations in the report being put to the vote, the votes were recorded as follows:

For: 56
Against: 0
Abstain: 0
Absent: 6
Total: 62

RESOLVED that:

- 1. That Council note the political balance of the Council is:**
 - 40 Members of the Labour Group**

- **21 Members of the Conservative Group**
- **1 Independent Member**

- 2. Council agree the allocation of seats as set out in the tables in Appendix Ai in order to comply with the political balance regulations requiring seats to be allocated proportionately to the political groups on Council.**

13. MOTIONS (45 MINUTES)

13.1 ADMINISTRATION MOTION IN THE NAME OF CLLR ROSS HOUSTON- GREAT HOMES UPGRADE

Councillor Houston moved the motion in his name. Councillor Richard Cornelius moved an amendment in his name. Councillor Clarke moved an amendment in her name. Debate ensued.

Votes on the amendment in the name of Councillor Richard Cornelius were recorded as follows:

For: 18
Against: 38
Abstain: 0
Absent: 6
Total: 62

The amendment in the name of Councillor Richard Cornelius was LOST.

Votes on the amendment in the name of Councillor Clarke were recorded as follows:

For: 38
Against: 18
Abstain: 0
Absent: 6
Total: 62

The amendment in the name of Councillor Clarke was CARRIED.

Votes on the motion as amended by Councillor Clarke were recorded as follows:

For: 38
Against: 18
Abstain: 0
Absent: 6
Total: 62

The motion as amended by Councillor Clarke was CARRIED.

RESOLVED that:

Council believes that:

- 1. A green recovery from the pandemic is not only possible but imperative if we are to meet our carbon reduction targets as a local authority.**

2. Up to now much of the proposed action by Government is little more than rhetoric. We need to turn rhetoric into action.

Council notes that:

1. Melting ice caps and forest fires can often seem like someone else's crisis when many are taking effect so far from our homes.
2. Crises closer to home affecting thousands of local families cannot be separated from those further afield.
3. There are 15,188 households living in fuel poverty in Barnet.
4. Across the UK there are more than 24 million homes leaking heat.
5. There is no route to decarbonising the economy without retrofitting these homes across the UK.
6. Doing so would not only help to protect our planet, but can improve housing, lead to cheaper energy bills and create hundreds of thousands of good quality jobs.
7. Here in Barnet it is estimated that there are at least 61,399 homes below EPC C that require retrofitting and this could create thousands of good quality jobs in our local communities.
8. LB Barnet is doing all it can to improve the energy efficiency of its own housing stock, and to decarbonise the Council by 2030 and the Borough by 2042, but additional investment from the Government will be needed to retrofit all homes in the Borough.

Council therefore resolves to write to the Prime Minister, Chancellor of the Exchequer and Secretary of State for Levelling-Up, Homes and Communities calling on them to:

1. Commit to a Great Homes Upgrade to retrofit 19 million homes by 2030.
2. Use the Spring Budget to commit to spending £11.7bn over the next three years to begin the Great Homes Upgrade.
3. Commit to working with local authorities, housing associations, private rental landlords and owner occupiers to upgrade properties for net zero.
4. Commit to setting up a retrofitting taskforce to target resources now to achieve net zero through upgrading properties.

Council also resolves to:

1. Write to our neighbouring local authorities to ask them to join the campaign.

2. Support London-wide efforts to lobby the Government on this issue.

3. Write to our 3 local MPs asking them to join the campaign and lobby the Government for the Great Homes Upgrade.

**13.2 OPPOSITION MOTION IN THE NAME OF CLLR JENNIFER GROCOCK -
COMBATTING CRIME IN BARNET- MORE POLICE FOR BARNET**

Councillor Longstaff moved the motion the name of Councillor Grocock and moved an amendment in his name. Councillor Sara Conway moved an amendment in her name. Debate ensued.

Councillor Zakia Zubairi left the meeting at 20.54pm

The votes on the amendment in Councillor Sara Conway name were recorded as follows:

For: 37
Against: 18
Abstain: 0
Absent: 7
Total: 62

The amendment in the name of Councillor Sara Conway was CARRIED.

The votes on the amendment in the name of Councillor Longstaff were recorded as follows:

For: 18
Against: 37
Abstain: 0
Absent: 7
Total: 62

The amendment in the name of Councillor Longstaff was LOST.

Votes on the motion as amended by Councillor Sara Conway were recorded as follows:

For: 37
Against: 18
Abstain: 0
Absent: 7
Total: 62

The motion as amended by Councillor Sara Conway was CARRIED.

RESOLVED that:

Council notes that:

1. **Barnet has experienced some horrific acts of crime over many years, including recently with three stabbings and a shooting on our streets.**
2. **While the Government increased its funding to the Metropolitan Police by £138.9m in 2021 and have committed to a further increase of £164.2m in 2022 with the additional announcement in December 2022 that in the 2023/2024 period the total funding for Policing will be up to £17.2 billion, this is too little, too late.**
3. **Before that, the Government had cut the Met's funding by £1bn since 2010.**
4. **During the last decade of Conservative austerity, Met police officer numbers plummeted below 30,000 and Ministers slashed police, justice and youth services - causing violent crime to rise in London and across the UK.**
5. **Since 2010 under a Conservative Government and Conservative Mayor, Barnet lost hundreds of police officers.**
6. **Since 2017, violence against the person has risen 11%, muggings by 25%, rape by nearly 11% and other sexual offences by over 33.1% in London. In Barnet, between the same time, general crime rose by 21% with lockdown being the only respite in the continual increase.**
7. **The main increases in crime in Barnet are:**
 - a) **Violence and sexual offences**
 - b) **Vehicle crimes**

Council also notes that:

1. **The Labour Mayor of London has reinvested over £1bn in policing and tackling crime – the most of any Mayor from City Hall – funding 1,300 more police officers across London with a minimum of two Dedicated Ward Officers and one PCSO allocated to every ward in the City, including Barnet.**
2. **Overall, crime in London is now falling, bucking the national trend.**
3. **But the level of violence remains too high and the Mayor is determined to use his budget to continue making progress by investing more in the police as well as programmes to tackle the complex causes of crime.**
4. **The Mayor has established a Violence Reduction Unit, which is bringing together local councils, the NHS, schools, community groups and others to work on a shared approach to diverting vulnerable young Londoners away from violence by providing them with help and support at key moments in their lives.**
5. **This year's extra funding for the police from the Mayor's precept will go directly towards putting an additional 500 Police Community Support Officers into neighbourhoods across London – taking the total number of PCSOs to the highest level since 2016.**
6. **Barnet's Conservatives rejected the Mayor's offer of additional police with the Mayor's 'buy one get one free' scheme when they were in**

administration whilst Barnet's Conservative MPs voted to cut national police funding.

Council believes that:

1. The people of Barnet should feel safe in their borough, their neighbourhoods and their homes.
2. Increased police presence decreases the frequency of property-related crimes and antisocial behaviour and increase the success rate of prosecution for these crimes.
3. In order to make our residents feel safe, it is important that there is a visible police presence across the borough.
4. The Government must work with the Mayor to support the Met's work to bear down on violence by delivering on the 6,000 additional police officers our city urgently needs and commit to properly funding long-term solutions to tackle violence as we have done at City Hall.

Council resolves to:

1. Welcome the increase in Dedicated Ward Officers and PCSOs in Barnet funded by the current Mayor of London
2. Welcome the renewed focus on police responses to burglary to rebuild confidence and trust in the police by getting the basics of policing right.
3. Call upon all councillors to continue to support requests to the Mayor of London to provide the Borough of Barnet with more Police.
4. Urge the Mayor of London to:
 - a) Continue to improve police officer numbers in Barnet, giving our residents value for money in their policing.
 - b) Spend more money on policing in Barnet.
5. Work with the Violence Reduction Unit and local partners on the strategy for the new duty to prevent and reduce violent crime

13.3 ADMINISTRATION MOTION IN THE NAME OF CLLR SARA CONWAY - BOROUGH OF SANCTUARY

Votes on the motion in the name of Councillor Sara Conway were recorded as follows:

For: 55
Against: 0
Abstain: 0
Absent: 7
Total: 62

The motion in the name of Councillor Sara Conway was CARRIED.

RESOLVED that:

Council notes that:

1. **Barnet is proud of its diversity and history of welcoming people from across the world to the borough.**
2. **There is a tradition at the heart of Barnet's communities, those of faith and of none, of working together to welcome, host, feed, clothe and support people seeking sanctuary here.**
3. **Barnet is enhanced by the contribution of those from a diverse range of backgrounds.**
4. **Over the last few years, the council has, with the support of the VCFS, residents, partners and community groups, co-ordinated the resettlement of refugees and supported asylum seekers. This has included:**
 - a. **Supporting the resettlement of 50 individuals through the Syrian Vulnerable Persons Resettlement Scheme**
 - b. **Hosting 1,553 Ukrainian refugees escaping war**
 - c. **Resettling 4 refugee families through the Afghanistan Citizens Resettlement Scheme**
 - d. **Working with the VCFS to support the integration of those arriving in Barnet on the Hong Kong BN(O) visa scheme.**
 - e. **Provision of drop-in and other support through the Barnet Together VCFS network, Barnet Multi-Faith Forum, Citizens UK, Nisa Nashim and faith spaces like the New North London Synagogue, Finchley Progressive Synagogue and Hendon Synagogue Community Centre who work together and separately to provide welcome and practical support for refugees and asylum seekers in terms of advice and legal signposting, food, clothes, community spaces, and cultural events.**
 - f. **Commissioning the New Citizens Gateway and Persian Advice Bureau to support asylum seekers**
 - g. **Ongoing work with London-wide partners such as the GLA, London Councils, the Home Office and the London Strategic Migration Partnership to shape policy and provide insight onto the challenges local authorities face.**
5. **We are committed to continuing to work with partners, schools, and the voluntary, community and faith sector to create a welcoming and secure borough for those seeking sanctuary.**
6. **LB Barnet is currently supporting 55 Unaccompanied Asylum-Seeking Children.**
7. **The Borough of Sanctuary is awarded by City of Sanctuary to institutions that are welcoming to those fleeing violence and persecution in their own countries, and protecting the rights of all migrants, asylum-seekers and refugees.**

Council believes that:

1. **Standing up for those facing persecution, and welcoming refugees, asylum seekers and migrants is a moral responsibility that enriches our borough.**

2. **LB Barnet must continue to support its migrant communities and that the journey to become a Borough of Sanctuary will solidify this commitment.**
3. **Refugee & asylum seekers are much more likely to be subject to both criminal and sexual exploitation as well as modern day slavery.**
4. **We have a duty of care towards children, and vulnerable and trafficked adults in our borough, and this must extend to refugees and migrants.**

Council resolves to:

1. **Welcome those fleeing persecution and launch the journey to become an awarded Borough of Sanctuary by joining City of Sanctuary's local authority network**
2. **Embody the City of Sanctuary values of Inclusive, Openness, Participation, Inspire, and Integrity in all we do**
3. **Embed our organisational principles of equality and inclusion at the heart of our work with refugees and asylum seekers**
4. **Develop a formal approach to how we engage with, listen to and support those seeking sanctuary, including the development of a three-year strategy and accompanying action plan**
5. **Challenge anti-migrant sentiment wherever we find it and champion the rights and dignity of refugees and asylum seekers**
6. **Find more opportunities across the Council and the borough to celebrate our migrant communities, tell their stories, and promote their voices.**
7. **Work with local community, health, and education partners, including those with lived experience, to shape Barnet's Borough of Sanctuary ambition.**
8. **In addition to taking local action, we will call on the Government to:**
 - a. **Guarantee the safety of all children under their care**
 - b. **Create a proper plan for resettlement**

13.4 OPPOSITION MOTION IN THE NAME OF CLLR DAN THOMAS - STOP EXPANSION OF THE ULEZ AND SAY 'NO' TO FUTURE ROAD PRICING

Cllr Lemon left the chamber before the vote on this item.

Votes on the motion in the name of Councillor Thomas were recorded as follows:

For: 18
 Against: 36
 Abstain: 0
 Absent: 8

Total: 62

The motion in the name of Councillor Thomas was LOST.

Councillor Lemon re-entered the chamber

13.5 ADMINISTRATION MOTION IN THE NAME OF CLLR GILL SARGEANT - AGE FRIENDLY BARNET

Votes on amendment in the name of Councillor Thomas were recorded as follows:

For: 18
Against: 37
Abstain: 0
Absent: 7
Total: 62

The motion in the name of Councillor Thomas was LOST.

Votes on the substantive motion in the name of Councillor Gill Sargeant were recorded as follows:

For: 55
Against: 0
Abstain: 0
Absent: 7
Total: 62

The motion in the name of Councillor Gill Sargeant was therefore CARRIED.

RESOLVED that:

Council notes that:

- 1. According to the 2021 census, there are 26,300 residents in Barnet who are 75 and over.**
- 2. This is an increase of 11% since 2011 and means that older people are an increasingly significant proportion of our community and projections show this will only continue to increase.**
- 3. We want older people in Barnet to be able to live active, independent and fulfilling lives for as long as possible.**
- 4. Just as we aspire to Barnet being family friendly and dementia friendly, we want our Borough to be 'age friendly'**
- 5. Age Friendly Communities is a concept developed by the World Health Organisation (WHO) in 2007 with almost 1500 members worldwide.**
- 6. In an Age Friendly Community, services, local groups, businesses and residents all work together to identify and make the necessary changes in**

both the physical and social environment to both support and enable older people to lead healthy and active lives.

7. Council recognises that older people make a positive contribution to life in Barnet, through employment, volunteering, caring, and in other spheres.
8. Council recognises that Barnet has a strong foundation in its network of community, voluntary, faith and public services that support older residents
9. Working together with community and voluntary groups, the council's Ageing Well and Mental Health champion and interested councillors have already identified the first steps we need to take to put this plan into action.

Council also notes that:

1. Becoming an Age Friendly Community is a statement of intent to:
 - a. take into account ageing, and the needs and wishes of older people in every area of policy making,
 - b. to take those needs seriously,
 - c. to combat ageism that is seen in every area of society, particularly the portrayal of older people as a burden
 - d. to share with the UK Network of Age Friendly Communities knowledge and expertise that will improve the lives of our residents in later life.
2. To become officially recognised as Age Friendly, the leadership in a town, city or county must make a written commitment to actively work towards becoming a great place to grow old in for all of its residents.
3. This must be done with the support and engagement of older people and relevant stakeholders across the public, education, voluntary, community and faith sector, and businesses.

Council, therefore, resolves to:

1. Make an official application to join the UK Network of Age Friendly Communities as a first step in its commitment towards joining the World Health Organisation Global Network of Age-friendly Cities and Communities.
2. Rename the Council's Ageing Well and Mental Health Champion, the 'Age Friendly and Mental Health Champion', who will work with the Chair of the Adults and Safeguarding Committee to progress the Age Friendly Community agenda.

14. MOTIONS FOR ADJOURNMENT

None.

The meeting finished at 20:59pm

This page is intentionally left blank



Council
28th February 2023

Title	Business planning – Budget 2023/24 and Medium Term Financial Strategy 2023-27
Report of	Chair of Policy & Resources Committee
Wards	All
Status	Public
Urgent	Yes
Key	Yes
Enclosures	<p>Appendix A – Medium Term Financial Strategy (MTFS) Appendix B – 2023/24 Council Tax Resolution Appendix C – Detailed Revenue Budgets, Savings and Income Generation, Pressures and Council Tax Summary Appendix D – Breakdown of service pressures Appendix E – Summary of Savings & Income generation Proposals Appendix F – Fees and Charges Appendix G – Final Budget Consultation Report Appendix H – Cumulative Equalities Impact Analysis Appendix I1 – Capital Strategy Appendix I2 – Proposed Capital Programme Appendix J – Treasury Management Strategy Statement (TMSS) Appendix K – Housing Revenue Account Business Plan Appendix L – Reserves & Balances Policy Appendix M – Debt Management Policy Appendix N – Strategic Risk Register</p>
Officer Contact Details	<p>Anisa Darr – Executive Director of Resources (S151 Officer) Anisa.Darr@barnet.gov.uk</p> <p>Jyotika Dabasia – Assistant Director – Finance Jyotika.Dabasia@barnet.gov.uk</p>

Summary

This report sets out the proposed budget for 2023/24 and the council's Medium Term Financial Strategy (MTFS) which include the assumptions for 2024-27 with regards to council tax, other funding, expenditure forecasts and the savings and income generation plans necessary to set a balanced budget. This helps to ensure resources are aligned to the strategic outcomes set out in the draft Corporate Plan which is being developed alongside the MTFS.

The preparation of the budget is the final stage of the annual business planning cycle leading to the approval of the Council Tax for the forthcoming financial year. There is a statutory requirement to set a balanced budget and a requirement to submit budget returns to the Department for Levelling Up, Housing and Communities (DLUHC). Approval of the revenue estimates constitutes authority for the incurring of expenditure in accordance with approved policies.

It should be noted that a set of budget proposals were presented to Policy & Resources in December 2022. This offered an early opportunity to note and approve budget changes in principle for 2023/24. These proposals were assessed at the time as to whether they required consultations and equality impact assessments (EIA). Consultation on the budget and the contents of the December Policy & Resources committee paper took place between 23 December 2022 and 4 February 2023. Results from the consultation have been fed back to lead officers within the council and the recommendations contained within this report are cognisant of the views expressed and have been recommended to Council for approval by the Policy & Resources Committee.

This report forms a key part of the budget setting process for 2023/24 onwards. It provides the key budget headlines on both a local and national level. In addition, the report seeks to provide an update on the council's underlying financial strategy.

This report is urgent as asks Full Council to approve the 2023/24 budget and it is a legal requirement for a balanced budget to be set. These proposals have been consulted on and have been referred by Policy and Resources Committee on to Council so that Council can approve the budget envelope and set the Council Tax.

The revised Capital Programme, Treasury Management Strategy Statement (TMSS), fees and charges and other appendices linked to budget setting are included with this report for approval.

In addition, this paper sets out the council's intended approach to recent government announcements around the cost of energy bills which are centred on two policy interventions.

Officers Recommendations

That Council:

In respect of the Budget and Council Tax for 2023/24 and the MTFS 2024-27, that Council:

1. Approve the Medium Term Financial Strategy (MTFS), attached as Appendix A, and the detailed revenue budgets in Appendix C, including the proposed savings and funding for pressures in 2023/24;
2. Approve that the budget 2023/24 is prepared on the basis of a 1.80% increase for the general element of Council Tax in 2023/24 as discussed in paragraph 1.3.12 to 1.3.19;
3. Approve that the budget for 2023/24 is prepared on the basis of an increase of 2% for the Social Care Precept, to help fund social care as detailed in paragraph 1.3.12 to 1.3.19;
4. Approve the resolutions relating to Council Tax contained within Appendix B;
5. Approve, on the advice of the Chief Finance Officer, that it determines that the council's basic amount of Council Tax for 2023/24 as set out in Council Tax resolution Appendix B, 2(iv) is not excessive in accordance with the principles approved under section 52ZB and 52ZC of the Local Government Finance Act 1992, set out in the Referendums relating to Council Tax increases (Principles)(England) Report 2023/27;
6. Approve in accordance with Section 38(2) of the Local Government Finance Act 1992 the Chief Executive be instructed to place a notice in the local press of the amounts set under recommendation 5 above within a period of 21 days following the Council's decision; and
7. Considers the issues that have emerged from the consultation discussed in Appendix G when making their decisions. That Council make the decisions outlined in this report being mindful of the consultation responses and equalities impact assessments including the cumulative equalities impact assessments; and
8. Note and have due regard to the opinion of the Chief Finance Officer as set out in section 1.7 of this report.

In respect of Capital Strategy and proposed capital expenditure that Council:

9. Approve of the Capital Strategy as set out in Appendix I1;
10. Approve the Capital Programme as set out in Appendix I2 and set out in paragraph 1.8; and
11. Approve delegation to Chief Finance Officer to adjust capital programme and financing in 2023/24 in line with the 2022/23 outturn position;

In respect of the Treasury Management Strategy Statement (TMSS):

12. Approve the TMSS for 2023/24 as set out in Appendix J.

In respect of the Dedicated Schools Grant (DSG):

13. Approve the Gross Schools Budget of £426.879m for 2023/24 as set out in Section 1.5; and

14. Approve that any changes to the Schools Budget reasonably required as a result of the final 2023/24 DSG and Post-16 settlement are delegated for decisions to the Executive Director – Children’s & Family Services in consultation with the Executive Director of Resources;

In respect of the Housing Revenue Account (HRA):

15. Approve Council dwelling rents increases as set out in paragraphs 1.6.3-1.6.8;

16. Approve Temporary accommodation rents increases in line with Local Housing Allowance (LHA) rate as set out in paragraphs 1.6.9-1.6.13; and

17. Approve services charge and garages increases as set out in paragraph 1.6.14-1.6.28.

1. WHY THIS REPORT IS NEEDED**1.1 Executive Summary**

1.1.1 On 12 December 2022, the government issued a Policy Statement on the 2023/24 local government finance settlement and, on the 19 December 2022, we received the Provisional Local Government Finance Settlement figures for 2023/24. The Final settlement was announced on 6th February 2023.

1.1.2 The 12 December Policy Statement had indicated that the settlement would cover 2 years (2023/24 and 2024/25) but the final settlement provided funding figures for 2023/24 only – the fifth single year funding settlement in a row since 2019/20. This means there are still uncertainties over funding for 2024/25 which hinder the council’s ability to plan effectively over the medium-term and strategically invest in services.

1.1.3 The impacts of the settlement have been factored into the MTFs which now shows a balanced position for 2023/24 with no use of reserves. Across the MTFs there is a total savings requirement of £29.056m with savings of £19.630m having been identified resulting in a budget gap of £9.426m.

MTFS Summary	2023/24	2024/25	2025/26	2026/27
Resources vs. Expenditure	£m	£m	£m	£m
Expenditure	380.885	410.214	430.184	449.592
Resources	(369.686)	(386.985)	(402.987)	(420.536)
Cumulative (Surplus)/Shortfall to Balanced Budget	11.199	23.229	27.197	29.056
In Year Budget Gap before Savings	11.199	12.030	9.444	10.048
Efficiencies and Income Generation options Proposed	(11.199)	(6.554)	(1.255)	(0.622)
(Surplus)/Shortfall to Balanced Budget	0.000	5.476	8.189	9.426
In year savings requirement	11.199	12.030	3.968	1.859

1.1.4 As shown above, the budget position for 2023/24 is balanced and officers have begun to look at the MTFs process and options to balance future years. A review of proposals and future plans will be brought to Cabinet in the new financial year.

1.2 Strategic Context

1.2.1 The draft Corporate Plan is being considered by Council and sets out the council's vision to Care for People, our Places and the Planet. Placing residents and sustainability at the heart of everything we do, the Plan is built around the three pillars of People, Places, and Planet and the foundation of an Engaged and Effective Council.

1.2.2 The MTFs is an integral part of the council's overall planning and strategy to ensure a financially sustainable and stable platform from which to deliver its strategic objectives through the council's Corporate Plan.

1.2.3 With demand on local services continuing to increase and local authorities having to generate more and more of their income locally, the next few years will present further financial challenges.

Local Government Finance Settlement (LGFS) 2022

1.2.4 The LGFS outlined funding allocations for local authorities for 2023/24 only but gave confirmation of the majority of funding streams for 2024/25.

1.2.5 At the England level, Core Spending Power (CSP): will increase by 5.8% in real terms when compared to 2022/23 with the same real terms increase of 5.8% across London boroughs. This increase does factor in the assumption that all authorities eligible to raise adult social care precept and council tax, will raise the maximum amount. It also assumes increases in the council tax base will continue to increase on the same trajectory as the previous 5 years.

1.2.6 The main points to note from the settlement are:

- The Council Tax referendum threshold will increase from 2% to 3% for 2023-24 and the Social Care Precept will increase from 1% to 2% in 2023-24.
- Settlement Funding Assessment will increase by 5% to £15.7bn (£2.9bn London boroughs).
- Compensation for under-indexation of the business rates multiplier will total £2.2bn in 2023-24, an increase of £930m.
- The Social Care Grant will increase by £1.5bn in 2023-24 to £3.9bn (£612m in London).
- The Adult Social Care (ASC) Market Sustainability and Improvement will be supported by a £562m ringfenced grant with £400m added to the existing £162m Market Sustainability and Fair Cost of Care Fund.
- The Improved Better Care Fund (IBCF) continues alongside an additional ASC Discharge Grant worth £300m nationally.
- The 22/23 Services Grant will reduce by 44% in 2023-24 to £464m (England) and £86m in London.
- The Lower Tier Services Grant will be discontinued.
- There will be a new one-off CSP funding guarantee to ensure all authorities receive a minimum 3% increase (no London boroughs will receive this).

- The New Homes Bonus will continue in 2023-24 as an annual grant. Legacy payments will end, and the future of the grant will be confirmed before the 2024-25 LGF Settlement.
- Four existing grants (worth £239m) will be rolled into Settlement Funding Assessment and the Social Care Grant.
- There would be a full revaluation of business rates on 1 April 2023. This is the first revaluation since 2017 and will be based on property values as of 1 April 2021. Business Rates tariffs/top-ups will be adjusted to ensure the 2023 Revaluation, as far as practicable, will not impact on boroughs' retained business rates.
- The business rates multiplier will continue to be frozen for 2023-24 and local authorities will be compensated for the shortfall in income for under indexation of the multiplier.
- Neither fundamental reform to needs assessments nor the business rates reset will be implemented before 2025-26.

1.2.7 For the 2024/25 local government finance settlement, the Government has set out some planning assumptions as below:

- The Review of Relative Needs and Resources ('Fair Funding Review') and a reset of Business Rates growth will not be implemented in the next two years;
- The council tax referendum principles will continue the same as 2023/24;
- Revenue support grant will continue and be uplifted in line with baseline funding levels (assumed now to be now based on September 2023 CPI), while social care grants will increase as set out in the table above;
- Business rates pooling will continue; and
- The Government will set out the future position of New Homes Bonus ahead of the 2024/25 local government finance settlement.

1.3 Medium Term Financial Strategy

1.3.1 The MTFS provides a way to plan resource allocation decisions by taking into account both current and future levels of resources. It allows adequate time to align wider organisational priorities with resource allocation decisions, and to test previous resource allocation decisions in the light of current financial performance.

1.3.2 In putting together the MTFS due regard has been given to the CIPFA Code of Financial Management (the 'CIPFA FM Code' published last year and recommended for adoption by all councils from April 2021). This MTFS complies with the relevant sections of the FM code.

1.3.3 The organisational objectives in setting the MTFS are as follows:

- We will set a legal budget, balancing recurrent expenditure with estimated income within the medium term in order that the council has a sustainable financial position;
- We will plan over a medium term of at least 3 years in order that the council is fully informed as to future scenarios and can prepare appropriate action;
- A level of sustainable reserves will be maintained, this will be defined by the Section 151 officer during the budget setting process, considering prevailing risks and opportunities. For 2023, this has been identified as £15.000m for general fund balance and £40.000m for earmarked non-ringfenced revenue reserves;
- We will seek to build resilience to economic shocks and insulate from the requirement for sudden cuts to vital services;

- We will use reserves to invest in one-off investment or transformation requirements but not to the point of the organisation being in distress;
- We will ensure we have sufficient funding for on-going transformation and long term changes;
- We will provide a realistic amount of funding to support increasing demand, quickly addressing ongoing financial pressures with a permanent solution, reducing the instances where one off solutions are used;
- We will achieve the best possible outcomes within the funding available;
- We will ensure that budgets are aligned to the council's Corporate Plan and that we will actively disinvest where this is not the case;
- We will understand the implications of growth and ensure that both the reward and the increased costs to services are recognised, and;
- We will act lawfully and protect the integrity of regulations, ring fences and accounting rules.

1.3.4 In December 2022, Policy & Resources Committee received a report identifying a base case forecast for expenditure and resources and presented a 2023/24 gap of £1.748m as below:

MTFS Summary	2023/24	2024/25	2025/26	2026/27
Resources vs. Expenditure	£m	£m	£m	£m
Expenditure	378.418	407.746	427.717	447.125
Resources	(364.891)	(381.681)	(399.190)	(416.882)
Cumulative (Surplus)/Shortfall to Balanced Budget	13.527	26.065	28.526	30.242
In Year Budget Gap before Savings	13.527	14.287	10.494	10.955
Efficiencies and Income Generation options Proposed	(11.778)	(6.254)	(1.255)	(0.622)
(Surplus)/Shortfall to Balanced Budget	1.748	8.033	9.239	10.333

1.3.5 The LGFS has provided more certainty for one year on core spending powers and some specific grants which have now been built into the MTFS.

Key assumptions in the MTFS

1.3.6 The key assumptions included in the MTFS are as follows:

Item	2023/24	2024/25	2025/26	2026/27
Business Rates Multiplier (CPI)	10.10%	5.50%	0.00%	0.00%
Council Tax Increase	1.80%	2.80%	2.80%	2.80%
Social Care Precept Increase	2.00%	2.00%	2.00%	2.00%
Increase in Council Tax Base (No of Band D Equivalents)	2,240	2,755	3,272	3,341
Revenue Support Grant (£m)	7.759	11.507	11.507	11.507
Expenditure Inflation	7.97%	4.00%	1.50%	1.90%
Employee Pay Award	4.00%	4.00%	2.00%	2.00%

1.3.7 The 1.80% increase in General Council Tax for 23/24 reflects a 2.80% increase reduced by 1% to reflect a rebate of the 22/23 increase to residents.

Service Pressures

1.3.8 As part of the budget setting process, council services were consulted on the pressures that they expect to either carry forward or to emerge over the MTFS period. These include an on-going un-funded 2022/23 pressure of up to £4.6m for Adults & Health, forecasts for increases in demand or other pressures as they were identified.

1.3.9 £17.680m pressures have been built into the MTFS for 2023/24 and £34.946m across the MTFS. Further details are included in Appendix D.

Department	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	Total £'000
Adults & Health	12,030	6,372	3,270	3,183	24,854
Assurance	48	0	0	0	48
Children and Family Services	3,040	1,188	1,188	1,388	6,805
Customer & Place	2,562	320	330	26	3,239
Strategy & Resources	0	0	0	0	0
Total Pressures	17,680	7,880	4,788	4,598	34,946

Savings & income generation

1.3.10 To address the budget gap 2023-27, services have identified £11.199m savings in 2023/24 and £19.630m across the MTFS. Further details are given in Appendix E.

Savings & Income generation					
Department	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	Total savings £'000
Adults and Health	(2,841)	(1,433)	(12)	(12)	(4,298)
Assurance	(55)	(60)	(75)	(50)	(240)
Childrens and Family Services	(784)	(961)	(400)	(200)	(2,345)
Customer & Place	(2,721)	(3,303)	(468)	(360)	(6,852)
Strategy & Resources	(4,797)	(797)	(300)	0	(5,894)
Total	(11,199)	(6,554)	(1,255)	(622)	(19,630)

Fees and Charges

1.3.11 In line with the Council's priorities, a project was undertaken to maximise cost recovery for the council, through administration of fees and charges, where revised fees and charges will be effective from January 2023. Full Council in November 2022 approved the revised fees and charges which are attached at Appendix F for information

Council Tax

1.3.12 The council receives 58% of its income from council tax. The Council has the largest (billable) tax base in London, consistent with having the highest population of any London borough.

1.3.13 The budget for the overall level of council tax receipts is based on the expected number of bills raised and the amount of the charge. The number of bills raised is the assessed level of the council tax 'base'. Assessment of the council tax base has regard for:

- The total number of dwellings created from one year to the next;
- The number of dwellings which may be subject to council tax support; and
- The overall rate of collection (currently 98% over 4 years).

- 1.3.14 Taking those factors into account the historic tax base growth has been 1-2% per year. The budget for the current year (2022/23) assumed growth of 1.85%, with 1.50% next year (2023/24). This position is kept under review during the year and current results indicate that these forecasts will be achieved.
- 1.3.15 The LGFS has confirmed that the council has the flexibility to raise council tax by up to 2.99% before a referendum and apply a social care precept of up to 2% to fund pressures in adult social care.
- 1.3.16 Calculating the Council Tax base is an important step towards setting the basic amount of Council Tax. The detailed Council Tax base schedule is included in Appendix C. The Chief Finance Officer, under delegated powers, has determined the 2023/24 Council Tax base to be 153,073 (Band D equivalents), the calculations are show in the following table:

	2022/23	2023/24
Band D Equivalents	Band D Equivalents	Band D Equivalents
Total Properties	180,654	182,427
Exemptions, disabled relief, discounts and premiums	(15,904)	(16,294)
Ministry of Defence Contributions	4	4
Council Tax Support Scheme Discount	(14,741)	(14,457)
Adjustments (projections):		
New properties	3,117	4,635
Exemptions (Students)*	0	(119)
Non-collection @ 2.0%	(2,297)	(3,124)
Total Council Tax Base and Yield (£)	150,834	153,073

*Students exemptions were not adjusted for in 2022/23 due to a reduction in numbers at Middlesex University of over 1,000 in Oct/Nov 21 and the impact of the Omicron wave

- 1.3.17 The provisional Greater London Authority (GLA) precept is £66,455,212 making the total estimated demand on the Collection Fund and Council Tax requirement £281,067,622.

Council Tax Requirement Summary	2022/23 Original	2022/23 Current	2023/24 Original
Total Service Expenditure	336,592,022	336,380,372	369,686,186
Contribution to / (from) Specific Reserves	0	0	0
Net Expenditure	336,592,022	336,380,372	369,686,186
Other Grants	(60,985,325)	(60,773,674)	(66,204,554)
Budget Requirement	275,606,697	275,606,698	303,481,632
Business Rates Retention	(42,825,304)	(42,825,305)	(57,278,212)
Business rates top-up	(19,731,211)	(19,731,211)	(22,132,016)
Business Rates 8 authority pool income	(2,800,000)	(2,800,000)	(1,700,000)
Business Rates Income	(65,356,516)	(65,356,516)	(81,110,228)
RSG	(6,518,401)	(6,518,401)	(7,758,994)
Barnet's Element of Council Tax Requirement	203,731,781	203,731,781	214,612,410
Greater London Authority – Precept	59,668,313	59,668,313	66,455,212
Total Council Tax Requirement	263,400,094	263,400,094	281,067,622

Barnet's Council Tax Requirement	£214,612,410
Greater London Authority	£66,455,212
Total Requirement for Council Tax	£281,067,622

1.3.18 Should the proposed 1.80% increase in general council tax and the 2.0% increase in Social Care Precept be applied, the Council Tax for Barnet each category of dwelling will be:

Council Tax Band	Barnet (£)	GLA (£)	Total (£)
A	934.68	289.43	1,224.11
B	1,090.46	337.66	1,428.12
C	1,246.24	385.90	1,632.14
D	1,402.02	434.14	1,836.16
E	1,713.58	530.62	2,244.20
F	2,025.14	627.09	2,652.23
G	2,336.70	723.57	3,060.27
H	2,804.04	868.28	3,672.32

1.3.19 Components of the Band D Council Tax rate are shown below:

Components of Band D Council Tax Rate (£)	2022/23	2023/24
Mayor's Office for Policing and Crime	277.13	292.13
London Fire & Emergency Planning Authority and Mayor, Administration, Transport for London, Olympic Games and Boroughs' Collection Fund balances.	118.46	142.01
GLA Precept	395.59	434.14
London Borough of Barnet	1,350.70	1,402.02
Total Council Tax Rate (£) Band D Equivalent	1,746.29	1,836.16

Business Rate Pooling

1.3.20 The LGFS approved the 8-authority London pool with City of London (as lead authority) and seven other London authorities, including Barnet. The group will act as a pool for 2023/24 only, in order that the levy that City of London and Tower Hamlets would normally pay to central Government can be retained.

1.3.21 The group of authorities have come together based on their geography (a condition of the pool is that they are neighbouring), the size of their business rates base and the low level of risk they would bring to the pool.

1.3.22 As with all business rates pool there is a risk that the pool could make a loss. However, this pool has been designed to be low risk. The basis of the distribution of the retained business rates are still being discussed but if successful, Barnet could seek to benefit from a one-off payment of £1.7m in 2023/24.

Balancing the MTFS

1.3.23 The table below shows the budget gap, while 2023/24 is balanced, there is still a gap in future years:

MTFS budget gap	2023/24	2024/25	2025/26	2026/27
	£'000	£'000	£'000	£'000
Cumulative Savings requirement	11.199	23.229	27.197	29.056
In year Savings requirement	11.199	12.030	9.444	10.048
Savings & income generation proposed	(11.199)	(6.554)	(1.255)	(0.622)
Remaining budget gap	0.000	5.476	8.189	9.426

1.3.24 The future gap is challenging, particularly as there is uncertainty around funding reforms and how this will impact local government finances. Officers have begun to look at the MTFS process and options to balance future years. A review of proposals and future plans will be brought to Cabinet in the new financial year.

1.3.25 There are a range of service specific issues and risks that need to be considered when balancing the budget. These are as follows:

Adults and Health

1.3.26 There remain significant levels of uncertainty regarding future levels of demand across all settings for adult social care with upward increase in activity and costs associated with placement accommodation. Overall activity and costs will continue to be monitored through the coming years, and these budget proposals are based on a reasonable assessment of likely levels of demand and costs.

1.3.27 2022/23 discharges from hospital are on track to exceed 2021/22 levels and are expected to continue to increase resulting in pressures on social care and staffing budgets.

1.3.28 From data used to set the 2022/23 placements budget, the service have seen a 5% increase in activity and a 9% increase in average unit costs signifying an increase in packages becoming more complex in nature and the markets response to the utility cost pressure.

1.3.29 Scarcity of placement accommodation, in particular at the acute end of support, is also a driver for increased market rates. The service is working closely with the market to mitigate this impact.

1.3.30 The service is attempting to mitigate any further rises in costs above current projections by:

- Reviewing large packages of care that may be eligible for NHS funding;
- Robust negotiation with providers on rates; and
- Further expansion of the enablement offer.

1.3.31 Leisure income through the delivery partner GLL was significantly impacted by the pandemic and this budget includes provision for the expected impact in the next financial year while services and revenues recover.

Customer and Place

1.3.32 Key areas of uncertainty include general fund housing services, particularly temporary accommodation and anticipated levels of demand as the impact on households experiencing financial constraints become clearer. These budget proposals include provision for future demand increases and resources to support families and households as necessary.

1.3.33 The macro-economic environment is to remain challenging for businesses and personal households as inflation risks continue. Increases in energy and utilities costs, may cause Temporary Accommodation (TA) demand to rise, if more households are evicted due to inability to pay rents and mortgages.

1.3.34 Across London, market forces are applying upwards pressure to the costs of TA, making it more difficult for the council to secure affordable, good quality housing. This includes the availability of properties in the private rented sector, and the increasing cost of nightly-paid, short term TA.

Children's and Family Services

1.3.35 Placement budgets continue to be under pressure. This is currently being managed within existing resources and will continue to be monitored.

1.3.36 There continues to be pressure in education services arising from demand for services for pupils with special educational needs and disabilities (SEND) and increasing numbers with education and health care plans (EHCP). Despite increased funding recently announced by government it is not yet clear if this will be sufficient to cover costs arising, for example in home to school transport.

Sustainability and Climate Change

1.3.37 We recognise that the council faces pressures on both revenue and capital budgets around achieving its sustainability targets of being a net zero council by 2030 and a net zero borough by 2042. To address this, the MTFS for 2024 will extend out to 2030 to ensure that the MTFS aligns with the council's sustainability strategy and the resources required to deliver it. Expected pressures include decarbonising, adapting and retrofitting council properties.

1.3.38 The 2022 Progress Report to Parliament (shown in the background papers to this report) recognises that across the country, tangible progress is lagging behind policy ambition and that successful delivery of changes on the ground requires active management of delivery risks.

1.3.39 The council is considering options to fund this work through different financing options and work is ongoing to identify the benefits of various options. A paper will be presented to Environment and Climate Change Committee in March 2023 to provide further details on the various options and recommendations on the way forward.

Other risks

1.3.40 There are possible risks detailed below that the council is aware of and will monitor throughout the year. The council maintains a contingency budget to deal with unanticipated items. Should any of the risks listed below materialise, the contingency budget will be the primary mechanism with which to deal with it.

Council Tax Collection

1.3.41 The cost of living crisis could impact adversely on the collection of council tax due to cost resulting in increased bad debt provisions and possibly higher demand for Council Tax Support.

Income from residents / service users

- 1.3.42 The council's income from fees and charges, has not yet recovered to pre-pandemic levels, e.g. leisure, parking. There is also increased risk around non-recovery of Adult Social Care income from client contributions to care. Some of these pressures are factored into the MTFs but officers will continue to review these.

Supply chain emergency

- 1.3.43 Social Care services continue to see pressures on budgets due to issues around the supply chain. There is pressure on the supply of residential and nursing placements in Adults Social Care and fostering placements in Children's and Family Services.

Inourced transformation

- 1.3.44 The in-sourcing of services from Capita and Re could create additional pressures resulting from staffing costs and transformation work needed to re-design in-coming services.

NLWA

- 1.3.45 The Council is one of seven constituent boroughs of the North London Waste Authority (NLWA). NLWA handles waste disposal on the council's behalf and recovers the costs from the council by way of a levy. Borough levies are apportioned between the constituent boroughs in accordance with an Inter-Authority Agreement entered in 2015.

- 1.3.46 The NLWA is presently undertaking a refresh of its treatment infrastructure in the North London Heat & Power Project (NLHPP). This project involves £1.2bn (2019 cash price base) of expenditure on new assets including a 700,000 tonne Energy Recovery Facility and a Resource Recovery Facility.

- 1.3.47 As a result of this and partly because the current treatment assets are fully depreciated, the NLHPP will cause an increase to the Council's levy, by 2033-34 the increase will be in the range £3m-£7m per year. This increase will impact on the levy as the assets come into use, with most of the increase being in place by 2027-28. Constituent boroughs have been kept up to date by NLWA on likely levy increases arising from the NLHPP since 2019.

1.4 Reserves

- 1.4.1 The council holds reserves to deal with future pressures where the value or the timing of the pressure is uncertain, or where the funding can only be spent on specific objectives (e.g., grant funding). Reserves are divided into 'ringfenced' reserves, where the spending objective is known with some clarity, and 'committed' reserves, intended to mitigate the impact of wholly unforeseeable costs. The levels of reserves are set out under Section 25 of the Local Government Act and prudent levels are determined by the Chief Finance Officer (CFO). Ringfenced reserves are usually held by specific services, while committed reserves are held corporately.

- 1.4.2 The use of reserves is not intended to replace savings or income generation opportunities as part of the MTFs. Reserves can only be used once and then they are gone. Any use of reserves to replace savings or income generation opportunities is a delaying action, storing up pressures into future years. This could be part of investing in transformational service delivery and is the ultimate last resort during budget setting when a gap cannot be bridged despite best efforts.

1.4.3 The council's earmarked reserves are forecast to be £129.449m at the end of 2022/23. It is estimated that the level of reserves used in 2022/23 will be £29.376m, of which £6.757m is the drawdown of Covid-19 grant funding for eligible expenditure and £16.302m is in support of the Collection Fund where grant funding from Government has been held in reserves before being applied to any deficit arising from Covid-19 reliefs. Earmarked revenue reserves are forecast to be used to a value of £5.267m and £1.052m use of capital reserves.

1.4.4 The table below incorporates the 2022/23 forecast outturn position and other known or expected plans in order to create a forecast of the council's reserves position over the MTFS period. This table assumes that the funding deficits in future years of the MTFS are resolved and that there is no call on reserves through an unbalanced budget or overspend in each of the years. The proposed MTFS includes no reserves funding in 2023/24 towards getting to a balanced budget.

	Balance at 31 March 2022	Mar-23	Mar-24	Mar-25	Mar-26	Mar-27
	£000	£000	£000	£000	£000	£000
Capital - Community Infrastructure Levy	28,226	27,174	20,174	13,174	6,174	2,174
Revenue implications of capital	3,921	3,921	3,421	2,921	2,421	1,921
Total Capital Reserves	32,147	31,095	23,595	16,095	8,595	4,095
Public Health	1,828	1,828	1,828	1,628	1,428	1,228
Dedicated Schools Grant	4,870	4,870	4,870	4,670	4,470	4,270
Special Parking Account	1,311	1,311	1,311	1,311	1,311	1,311
Earmarked Revenue Grants	5,837	5,837	4,837	3,837	2,837	1,837
Brent Cross Designated Area S31	13,449	13,449	13,449			
Council tax and NNDR smoothing	24,018	7,717	5,717	5,217	4,717	4,217
Total Ringfenced Reserves	51,313	35,012	32,012	16,663	14,763	12,863
Local Welfare Provision	4,658	2,658	658	0	0	0
Covid-19 Recovery	6,756	0	0	0	0	0
Service Specific Revenue Reserves	10,782	10,498	8,998	7,498	5,998	4,498
Climate change	1,600	618	0	0	0	0
Council Tax Rebate	2,100	2,100	0	0	0	0
Transformation Reserve	4,053	3,053	2,053	1,053	553	53
Financial Resilience Reserve	45,416	44,416	43,416	42,416	41,416	40,416
Total Committed Reserves	75,366	63,343	55,126	50,967	47,967	44,967
Total Earmarked Reserves	158,826	129,449	110,732	83,725	71,325	61,925

1.4.5 In terms of financial sustainability, the Committed Reserves is the key measure. This is due to reduce over the MTFS but then level out to around £40m in keeping with the stated aim of maintaining at least that value in order to manage the prevailing risks and uncertainty.

1.4.6 Although several of the reserves appear to maintain a steady balance (e.g. Capital – CIL and Service Specific Revenue Reserves) there will be movements in and out throughout the year. The assumption is that income will offset expenditure in each year.

1.5 Dedicated Schools Budget (DSG)

National funding announcements and the Schools National Funding Formula

- 1.5.1 In the Autumn Statement 2022, the government announced an additional £2.3 billion in schools funding in the 2023 to 2024 financial year. However, after the removal of compensation for employer costs of the health and social care levy, the core schools budget will increase by £2.0 billion over and above totals announced at the Spending Review 2021. Mainstream schools will be allocated additional funding through mainstream schools additional grant (MSAG) 2023 to 2024, on top of schools' allocation through the National Funding Formula (NFF). High Needs also benefits from additional funding and has an allocation of £400 million on top of the high needs national funding formula allocation.
- 1.5.2 The Schools Block funding allocations to local authorities were calculated by aggregating the amount of funding for pupils in Reception to Year 11 in Maintained schools and Academies and is calculated for each school under the National Funding Formula.
- 1.5.3 2023/24 is the first year of the transition to the direct schools NFF, whereby all mainstream schools across England will be funded through the same national formula without allowing for adjustment through local funding formulae. From 2023/24, local authorities will be required to start bringing their own formulae closer to the schools NFF. The council already mirrors the NFF for schools, alongside 78 of 150 English Local Authorities.
- 1.5.4 The DfE has set a minimum funding level of £6,786 per secondary pupil and £5,150 per primary pupil in 2023/24. This compares to £6,457 per secondary pupil and £4,922 per primary pupil in 2022/23, an increase of 5.1% and 4.6%, respectively.
- 1.5.5 The Barnet Schools Forum, which is made up of governor and headteacher representatives from all types and phases of state-funded schools in Barnet, has agreed to continue to use the National Funding Formula with protection through the Minimum Funding Guarantee and no changes are proposed for 2023/24.

The Barnet Schools Budget for 2023/24

- 1.5.6 The Schools Budget is mainly funded through the Dedicated Schools Grant (DSG). For 2023/24 this is made up of four main funding streams, also known as blocks, under the National Funding Formula (NFF) arrangements:
- **Schools Block:** allocates funding for pupils in Reception to Year 11 in state-funded mainstream schools and academies;
 - **Early Years Block:** funds early education entitlements for 2, 3 and 4-year-olds in private, voluntary and independent settings, maintained nursery schools and school nursery classes. The funding for 2-year olds is specifically for pupils from households with low incomes;
 - **High Needs Block:** supports provision for vulnerable children and young people, mainly those with special educational needs and disabilities (SEND) from their early years to age 25, enabling both local authorities and institutions to meet their statutory duties under the Children and Families Act 2014; and
 - **Central School Services Block (CSSB):** The CSSB receives funding for central functions local authorities carry out on behalf of maintained schools and academies.

It allocates funding for two purposes: ongoing responsibilities and historic commitments.

1.5.7 On 16th December 2022, the DfE announced allocations of the gross DSG to local authorities. The figures confirmed the Schools Block and the Central School Services Block. However, the High Needs Block and the Early Years Block were indicative at that stage and will change during 2023.

1.5.8 The indicative DSG budget for 2023/24 by block is set out in the table below:

	Schools	High Needs	Early Years	Central Services	Total
Final Allocations for 2022-23	£m	£m	£m	£m	
Gross DSG	£ 297.756	£ 68.153	£ 30.720	£ 2.266	£ 398.895
Academies Recoupment	-£ 139.835	£ -	£ -	£ -	-£ 139.835
NNDR	-£ 2.881	£ -	£ -	£ -	-£ 2.881
HN Place Funding	£ -	-£ 5.720	£ -	£ -	-£ 5.720
Net DSG	£ 155.040	£ 62.433	£ 30.720	£ 2.266	£ 250.459
	Schools	High Needs	Early Years	Central Services	Total
Indicative Allocations for 2023-24	£m	£m	£m	£m	
Gross DSG	£ 317.168	£ 74.823	£ 32.519	£ 2.369	£ 426.879
Academies Recoupment	-£ 150.894	£ -	£ -	£ -	-£ 150.894
NNDR	-£ 2.898	£ -	£ -	£ -	-£ 2.898
HN Place Funding	£ -	-£ 5.864	£ -	£ -	-£ 5.864
Net DSG	£ 163.376	£ 68.959	£ 32.519	£ 2.369	£ 267.223
Additional Funding	£ 19.395	£ 6.670	£ 1.799	£ 0.103	£ 27.967

1.5.9 The allocation for the Schools Block is based on October 2022 school census data. A proposed Minimum Funding Guarantee of +0.5% means that every Primary or Secondary school will receive at least this percentage increase per pupil through the formula in 2023/24 (through the pupil-led element of the schools funding formula) above the amount it received in 2022/23. In addition, each primary school is guaranteed a minimum of £4,405 per pupil and each secondary school is guaranteed to receive at least £5,715 per pupil in 2023/24.

Allocations by block

1.5.10 **Schools Block** – The 2023/24 Schools Block Income is based on the following rates:

- £5,149.51 Primary unit of funding based on 29,671.5 primary pupils (October 2022 census)
- £6,786.19 Secondary unit of funding based on 23,383.5 secondary pupils (October 2022 census)
- £5.690m of funding for Pupil Growth and Premises factors

- **TOTAL = £317.168m** (Gross funding – subject to deductions for recoupment and NNDR)

1.5.11 **High Needs Block** - The provisional High Needs Block income for Barnet has been calculated as follows:

- £65.334m - Actual High Needs National Funding Formula allocation
- £4.509m - based on a £5,200.81 per pupil Area Cost Adjustment (ACA) weighted base rate * 867 (pupils in special schools/special academies based on the October 2022 census)
- £0.756m - Import/export adjustment for net 75 imported pupils
- £0.306m – Additional High Needs Funding for Special Free School
- £0.918m – Hospital education and teachers’ pay and pension
- £3.000m – Additional High Needs Funding
- **TOTAL = £74.823m**

The final import/ export adjustment data will be amended based on January 2023 school and FE providers’ High Needs pupil census data.

1.5.12 **Early Years Block (EYB)** – The Early Years Block is estimated using early years numbers taken from the Early Years and Schools census in January 2022. An update to the 2023/24 EYB allocation will be made once the January 2023 Early Years and Schools census numbers are finalised. The allocation will be updated in July 2023 based on the January 2023 census numbers.

- It has been confirmed that the hourly rate received by Barnet for 3- and 4-year-olds has increased from £6.24 to £6.41.
- It is proposed to increase the passthrough basic hourly rate for 3 and 4 year by £0.42 to from £5.45 to £5.87.
- It is proposed that the deprivation rate based on IDACI is increased by £0.01 from £0.29 to £0.30 per hour, therefore passing on the increase from the government directly to providers.
- The DfE funding rate for 2-year-olds has been increased by £0.63 and it is proposed to pass this increase on to providers, thus increasing the rate from £6.29 an hour in 2022-23 to £6.92 an hour in 2023-24.
- From April 2023, funding for Maintained Nursery Schools is included within the Early Years Block. Each part-time equivalent is funded at £3.80 per hour and it is proposed to pass this funding onto our Maintained Nursery Schools in full.

TOTAL = £32.519m

1.5.13 **Central School Services Block** – The 2023/24 Central Schools Services Block for Barnet includes the following:

- £2.179m – allocation for ongoing responsibilities (includes retained duties, admissions, licensing and Schools Forum administration)
- £0.190m – Historic commitments allocation, a 20% reduction from 2022/23.

TOTAL = £2.369m

TOTAL GROSS DSG BUDGET = £426.879m

Allocation of budgets to Schools, Settings and Institutions:

- 1.5.14 Following the Government's consultation on reforms to the national funding formula (NFF), the DfE confirmed its plans to move forward to implement a direct NFF, whereby funding will be allocated directly to schools based on a single, national formula. As set out in the consultation response there will be a gradual approach to transition. To ensure a smooth transition, Local Authorities will be required to start bringing their own formulae closer to the schools NFF from 2023/24. For Barnet, there is no impact as the council mirrors the NFF.
- 1.5.15 For the Early Years Block there is a strict NFF requirement to allocate at least 95% of the hourly funding rate to settings for 3 to 4-year olds; 2 year-old funding is paid out at 100% of the hourly funding rate. Barnet's formula matches these requirements.
- 1.5.16 For the High Needs Block there is LA discretion over place funding, top up and commissioning arrangements. For Barnet, these are published via the Local Offer which is available on the Barnet website. The Local Offer helps children and young people with Special Educational Needs and/or Disabilities and their families find information and support across the Barnet local area.
- 1.5.17 The DSG currently has a surplus which we are not expecting to reduce significantly.

1.6 Housing Revenue Account and Temporary Accommodation

- 1.6.1 The Local Government and Housing Act 1989 requires the Housing Revenue Account (HRA) to be maintained as a ring-fenced account. Any surpluses generated from the HRA can be used to support the account if it fails to break even. Whilst it is acceptable to draw on balances, it is not permissible for an overall HRA budget deficit to be set. It is for the council to determine what level of balances should be maintained and this is set as a part of the HRA Business Plan (see Appendix K).
- 1.6.2 The principal items of expenditure within the HRA are management and maintenance costs, together with charges for capital expenditure (depreciation and interest). This is substantially met by rent and service charge income from dwellings, garages, and commercial premises.

Council Dwelling Rents

- 1.6.3 The Department for Levelling Up, Housing, and Communities' (DLUHC) Policy Statement on Rents for Social Housing 2020 (the 'Rent Policy Statement') permits all registered providers, including local authorities, from 2020 to apply annual rent increases on social and affordable rent properties of up to CPI (the general index of consumer prices, taken as of September of the previous year) plus one percentage point, for a period of at least five years. This limit is a ceiling and providers can apply a lower increase or freeze rent in line with the market in which they operate.
- 1.6.4 The Secretary of State for Levelling Up, Housing, and Communities recently consulted on making a temporary amendment to the rent policy for 2023/24 to provide a backstop of protection for social housing tenants from significant nominal-terms rent increases. The council submitted a response to the consultation. Following a review of all the responses,

on 17 November 2022 the Chancellor announced in his Autumn Statement a 7% ceiling to social housing rent increases from 1 April 2023.

1.6.5 It is proposed that from 1 April 2023 the council increases social housing rents by the national cap of 7% for existing tenants. All new tenancies will be let at target rent, which can continue to be set at CPI+1%; this is recommended for new tenancies, which are subject to affordability assessments prior to letting.

1.6.6 The table below shows examples of how the weekly average and formula rents would change in 2023/24.

Scenario	2022/23	2023/24 increase applied
Average current rent (for existing tenants) ^{1, 2}	£118.75	£127.05
Average formula rent (for new tenant on re-let) ^{1, 2}	£120.88	£134.30

1.6.7 The majority of social housing dwellings within the HRA are charged at a social rent; however, there is also a small proportion (2.5%, or 226) of newly developed properties that are charged an Affordable Rent level, meaning they cannot exceed 80% of the equivalent market rent, inclusive of service charges. New homes being delivered on the council's land will be subject to rents set at 50% of average private sector market rent levels or lower in accordance with the Administration's commitment to providing more low-cost rented social housing (or, where the council could not afford to build new homes if rents were limited to 50%, will be subject to rents set at Affordable Rent levels of 65% of average private sector market rent levels or the Local Housing Allowance (LHA), whichever is lower as per the previous year), or they will be set at an alternative rent level such as London Affordable Rent if Greater London Authority (GLA) conditions dictate this. This ensures these properties generate sufficient revenue to offset their ongoing associated costs without a wider impact on the HRA.

1.6.8 It is proposed that for existing households, the council increase Affordable Rents by 7% from 1 April 2023. The table below shows examples of how weekly average. Affordable Rents would change in 2023/24 upon the application of the 7% increase.

Scenario	2022/23	2023/24 with 7% increase applied
Average Affordable Rent ¹	£229.12	£245.16

Temporary accommodation rents

1.6.9 Temporary accommodation is let at Local Housing Allowance (LHA) rates. From 1st April 2020, following a freeze between 2016 and 2020, LHA was increased to equal the 30th percentile of rents in each local area. The Office for Budget Responsibility's Economic and Fiscal Outlook of November 2020 confirmed that LHA rates will be frozen in cash terms from 2021/22 onwards.

¹ All charges in this table are shown on a 52-weeks basis and show an average of the rents charged across the stock. Note that Barnet charges on a 48-week basis with 4 rent-free weeks; the increase as illustrated has been calculated by 52 weeks in line with the Rent Standard. Based on 48 weeks, the average rent for existing tenants will therefore be £137.64 per week, with 4 weeks rent-free.

² Existing tenant rents increased by 7%; formula rents for re-lets increased by 11.1% (CPI + 1%).

1.6.10 All newly let Barnet temporary accommodation properties are let at the applicable LHA rate. Where temporary accommodation was already occupied prior to April 2021, the rents are charged at the LHA rate that was applicable at the time of the letting, as adjusted by any subsequent approved rent increases which were capped at the then current LHA rate. In 2022/23, the council increased those temporary accommodation rents that were not then at LHA rates by the same formula as the council dwellings; this was CPI+1% or 4.1%.

1.6.11 As of 8 December 2022, there are 1,304 households subject to temporary accommodation rents, for which 708 properties are currently set at full LHA rates, and the remaining 530 are let below LHA rates.

1.6.12 It is proposed that those temporary accommodation rents for 2023/24 that are charged less than current LHA rates are increased in line with the rent increase proposal for council dwellings of 7%, up to a maximum of the applicable LHA level.

1.6.13 For those properties currently being charged below LHA rates, the proposed increase would result in an average rent increase of £15.68 per week from £316.46 to £322.14. Due to the LHA cap, the average rent increase applied would be 5.07%. Following the rent increase, 164 properties' rent would remain below the April 2020 LHA rate. The average increases have been broken down by broad rental market area below:

Scenario	Broad Market Rental Area: +7%		
	Outer and North-West London	Inner London	Outer and North-West London
Number of rents increased	419	85	26
Average weekly rent increase	£16.02	£16.18	£6.92
Average % increase	5.43%	3.88%	3.38%

Service Charges and garages

1.6.14 Service charges usually reflect additional services that may not be provided to every tenant, or that may relate to communal facilities. For properties let at social rents, service charges are subject to separate legal requirements and are limited to covering the cost of providing the services. For Affordable Rent properties, the rent is inclusive of service charges.

1.6.15 The most significant impact is in energy costs, for which households paying service charges have largely been protected from significant cost increases that have affected other households. It is recommended that service charges are not kept artificially low, as this is detrimental to the council's ability to recover its costs, provide essential services, and invest in existing properties and new social housing. Rather than subsidise those who may not need additional support, it is recommended that the council aim to maximise the recovery of costs while ensuring support is in place for those who may need it. It is proposed that service charges are increased from 1 April 2023 to reflect the increased costs of providing the services, as outlined in the table3 below:

Service ³	2022/23	2023/24	(£) Increase	(%) Increase
Covered by Housing Benefit / UC				
Caretaking (quarterly)	£1.45	£1.59	£0.14	9%

³ All charges in this table are shown on a 48-weeks basis and are rounded to the nearest penny.

Caretaking (weekly)	£6.49	£7.07	£0.58	9%
Digital TV	£1.76	£1.83	£0.07	4.4%
Door entry systems	£2.67	£2.79	£0.12	4.4%
Enhanced housing management (sheltered housing)	£23.72	£26.09	£2.37	10%
Fire safety equipment	1 Bed £4.26	1 Bed £4.77	1 Bed £0.51	12%
	2 Beds £5.00	2 Beds £5.60	2 Beds £0.60	
	3 Beds £5.55	3 Beds £6.82	3 Beds £1.27	
Grounds Maintenance	£3.17	£3.49	£0.32	10%
Lighting	£1.52	£3.04	£1.52	100%
Not covered by Housing Benefit / UC				
Alarm services (sheltered housing)	£3.22	£3.54	£0.32	10%
Garage rents	7% increase applied to existing rent			
Heating and hot water (Grahame Park)	1 Bed £13.28	1 Bed £33.81	1 Bed £20.53	254.6%
	2 Beds £18.40	2 Beds £46.84	2 Beds £28.44	
	3 Beds £19.87	3 Beds £50.59	3 Beds £30.72	
Heating and hot water (excluding Grahame Park)	254.6% increase applied to existing variable charges			

1.6.16 Alarm services (sheltered housing) - Costs have been reviewed and consist predominantly of labour costs and incidental costs. Pay increases⁴ in the current financial year were nearly 5% higher than budgets; this shortfall plus a budgeted 5% pay increase in 2023/24 means that a 9% increase is proposed.

1.6.17 Caretaking – Costs have been reviewed and consist predominantly of labour costs and incidental costs. Pay increases⁴ in the current financial year were nearly 5% higher than budgets; this shortfall plus a budgeted 5% pay increase in 2023/24 means that a 9% increase is proposed.

1.6.18 Digital TV and door entry systems – The Royal Institute of Chartered Surveyors' (RICS) Building Cost Information Service (BCIS) guidance provides guidance on the cost of rebuilding houses and flats and is commonly used across the housing sector used to facilitate accurate cost planning. It is the nearest and most reliable reference to trade costs in the round and can reasonably be applied to servicing and repair works to installations such as digital TV and door entry systems. The BCIS guidance indicates a 4.4% inflationary adjustment; the proposed 4.4% increase to service charges therefore reflects this.

1.6.19 Enhanced housing management (sheltered housing) – Costs have been reviewed and consist predominantly of labour costs and incidental costs. Pay increases⁴ in the current financial year were nearly 5% higher than budgets; this shortfall plus a budgeted 5% pay increase in 2023/24 means that a 9% increase is proposed.

1.6.20 Fire safety - Tender returns for these contracts that were received in 2022 were extremely wide-ranging, reflecting the current volatile market, and following tender analysis it was

⁴ Pay increases relate to Barnet Homes employees, many of whom were TUPE transferred from Barnet Council and so retain council Terms and Conditions. Pay increases therefore are as per nationally negotiated Greater London Provincial Council rates.

decided to retender for these servicing and inspection works. Barnet Homes' cost consultants expect revised tender returns to be c.12% higher and this increase should be applied to service charges for 2023/24. For future years, we will be better informed based on the new contract being in place for 12 months. Service charges for any new installations will be charged in line with successful tender. It should be noted that no increase in tenants' service charges was applied in 2021/22, the year following the first installations of the fire safety equipment.

- 1.6.21 Garages - The rental costs of garages are proposed to increase by 7% in line with the council dwellings rent increase proposal. Costs associated with managing the garages are largely related to labour, in addition to materials and costs associated with maintaining property condition. Barnet Council has 1,200 garages of which 557 are occupied, and which are let at an average weekly rent of £17.30.
- 1.6.22 Grounds maintenance – These costs relate to labour, materials, and fuel and fleet expenses. Pay increases⁴ in the current financial year were nearly 5% higher than budgets; this shortfall plus a budgeted 5% pay increase in 2023/24 along with significantly increases in fuel and fleet costs means that a 10% increase is proposed.
- 1.6.23 Heating and hot water (Grahame Park) and heating and hot water (excluding Grahame Park) – Due to the significant uncertainty regarding energy prices in November 2021 when service charge adjustments were last proposed, only a 3.5% increase was applied for the year April 2022 to March 2023. Actual cost to the council has increased by 207%, meaning that the council, via the HRA, is subsidising those residents living on Grahame Park, and those in other properties who have heating and hot water charges, by more than £1m in 2022/23. The energy price cap in April 2021 was £1,138 per home; this will be £3,000 (with government support) from April 2023, meaning a 263.6% increase in the last 2 years, and this is what all other social housing tenants will have been subject to over the period. The provision of heating and hot water at Grahame Park is considered a commercial supply, and therefore is not subject to the price cap. These costs are forecast to increase by another 200% in 2023/24.
- 1.6.24 Whilst it will mean the council will not be able to fully recover the costs incurred, it is recommended that the properties are treated as if they were subject to the consumer price cap, and therefore it is proposed to increase these service charges in line with the recent two-year increase, adjusted by the 3.5% increase that was applied in 2022/23. This means a proposed 254.6% increase. If actual costs are lower than the estimated charges, the service charges could be reviewed and adjusted during the year with committee approval.
- 1.6.25 Without increases of this scale, the cost pressure on the HRA will be more than £2.5m and will mean a limited number of households are receiving support that nearly 8,500 other council households, in addition to private tenants and owner-occupiers in the borough, are not able to access. For many tenants, other service charge increases they may be affected by will be covered by Housing Benefit or the housing element of Universal Credit. If tenants find it more difficult to pay their rent and/or service charges there is support available from Barnet Homes and the council, as set out in paragraphs 2.8 and 5.6 of the Council Dwelling Rent and Service Charges paper that was presented to Housing & Growth Committee on 17th January 2023⁵.

⁵ [Council Dwelling and TA Rents 2023-24](#)

- 1.6.26 Lighting - Barnet Homes' electricity rates have been fixed until May 2023. No certainty on pricing can be achieved but we do know prices will be substantially higher than they are currently, and therefore it is recommended an increase of 100% is applied. Whilst significant, this would be at a similar rate to that which other social housing households will have been subject to.
- 1.6.27 Improvement works and new technologies are being implemented that may have a positive impact on the costs incurred by residents; however, it should be noted may be more likely to offset the present level of subsidy the council is providing on service charges. Barnet Homes has been delivering an Electrical Rising Mains programme since 2012 which is now nearing completion, with the final blocks to be completed in 2023/24; this has incorporated lighting sensors at all locations. On completion, this will affect over 900 blocks and their communal areas.
- 1.6.28 In February 2023, Barnet Homes also expects to be notified of its success or otherwise in gaining grant funding from the Social Housing Decarbonisation Fund (Wave 2 bid). Barnet Homes' sustainability budget is primarily intended to match this funding and works completed will be 'fabric first' including insulation to internals and externals. Barnet Homes plans to pilot some different approaches using the remainder of this budget in 2023/24 and 2024/25, which may include solar panels / photovoltaics and heat pumps.

HRA Balances and Business Plan

- 1.6.29 The council projects the HRA position over a 30-year period, considering changes in stock, capital programme requirements, and anticipated policy changes.
- 1.6.30 A summary of the proposed updated HRA forecast for 2022/23 and Capital Programme are included in Appendix K.
- 1.6.31 There is an increase in borrowing from £360m currently, to £817m at the end of the 30-year plan. This increase in borrowing, means that the primary sensitivity to the business plan is interest rates.
- 1.6.32 Over the last few years (and particularly the last 12 months) the HRA has seen various adverse factors affecting the financial viability and sustainability of the Business Plan.
- Additional legislation regarding fire safety in buildings over 11 metres, has meant additional costs per annum of £0.9m
 - Interest rate levels have more than doubled meaning additional interest costs to deliver the capita programs that have been agreed (£230m over 30 years).
 - The rent cap for 2023/24 means an approximate 3% erosion of margins, as costs increase in line with CPI, but rents are limited to 7% (£1.5m per annum).
 - Limiting utility costs for residents on estates where large panel or communal heating systems are in place, to equate rate rises to other residents (annual cost of between £1m to £2m depending on procurement prices).
 - Inflation for repairs being double (and higher) than CPI, and also additional costs relating to disrepair claims promoted by legal services (£1.4m per annum).
 - Most recently, an additional £1.2m of revenue and £1m of capital works to deal with damp and mould issues.

- 1.6.33 The result of all the above challenges means that the current business plan will not be able to sustain the current policy of the minimum Reserve position increasing by CPI each year, but it will do again by year 11. However, the current plan shows that the HRA will maintain positive reserves (the lowest level being £1.2m in year 7).
- 1.6.34 The amendment of the current policy of increasing the minimum reserve position by CPI each year has not year been presented to Housing & Growth Committee but will do so in March 2023.
- 1.6.35 Other options/solutions are being reviewed, but any further reductions in cost, will currently, either mean reduced service levels, or additional pressure on the General Fund.

1.7 View of Section 151 Officer

Robustness of the budget and assurance from Chief Finance Officer

- 1.7.1 In order to comply with Section 25 of the Local Government Act 2003, the Authority's Chief Financial Officer (the Executive Director of Resources) is required to report on the robustness of the estimates made for the purposes of the budget calculations and the adequacy of the proposed reserves.
- 1.7.2 This information enables a longer-term view of the overall position to be taken. It also reports on the Director of Finance's consideration of the affordability and prudence of capital investment proposals. The level of general balances to support the budget and appropriate earmarked reserves maintained by the Council in accordance with the agreed Council Policy on Earmarked Reserves are an integral part of its continued financial resilience. The council's reserves and balance policy is attached at Appendix L. Details of the council's in-year financial performance are reported to the Policy and Resources Committee on a regular basis.
- 1.7.3 The council is a large, complex organisation with a diversity of assets, interests, liabilities and other responsibilities. These require considerable on-going monitoring and review particularly in light of the challenging financial climate. With this in mind, the council has recognised the on-going need to identify risks and have measures in place to mitigate them should they occur.
- 1.7.4 The council's revenue related risks include:
- Ongoing medium and long term impacts of the pandemic and the cost of living crisis resulting in rising demand pressures on Special Education Needs budgets, children's social care, homelessness and adult social care;
 - General operational risks relating to service delivery;
 - Changes in legislation;
 - risk of non-delivery of savings;
 - future funding uncertainty;
 - interest rate risk;
 - inflation risk;
 - commercial values risk, e.g. income rental values;
 - increase to the council's NLWA levy as detailed in 1.3.45-1.3.47; and
 - contract failure risk and step-in obligations for the council

- 1.7.5 More acutely than ever, we're seeing the escalating costs in services particularly Adults, Childrens and Family Services and homelessness. Income shortfalls continue to be a concern and, while we have provided for these in pressures funding and allocated £2m more in the 2023/24 contingency budget, there continues to be concern about delivering services to budget.
- 1.7.6 The Council has undertaken a robust process to produce its MTFS in order to address the changing budget pressures and the risks mentioned above (as far as possible). The council's management team have considered regular budget updates, including analysis of the cost impact of the pandemic. Additionally, the Policy and Resources Committee have received regularly refreshed Business Planning reports.
- 1.7.7 While the Council Management Team and the Policy and Resources Committee meets to ensure the over-arching issues are robustly considered, a full schedule of meetings are arranged at various levels within the council to ensure all stakeholders fully understand the MTFS process and their savings proposals. Theme Committee meetings then consider the reports and recommendations produced. These Theme Committee recommendations are then reflected back through Policy and Resources Committee to ensure all aspects are captured.
- 1.7.8 These processes are necessary to ensure all budget proposals are:
- aligned to the Corporate Plan that is being developed alongside this MTFS;
 - fully evaluated for any legal, HR equality and procurement issues;
 - assessed thoroughly to ensure if stakeholder consultations are needed and if so to ensure these are completed in time; and
 - appropriately challenged to ensure they are feasible.
- 1.7.9 Risks related to pensions and treasury are specifically addressed and discussed separately in the Pension Funding Strategy and the Treasury Management Strategy Statement.
- 1.7.10 The 2023/24 revenue budget has been prepared on the basis of robust estimates and adequate financial balances and reserves over the medium term. As part of on-going reviews for these, the finance department leads on:
- monthly budget monitoring and financial challenge to ensure budget options are being adhered to and that any other base budget variances, risks and opportunities are being suitably identified and mitigated; and
 - continuing to protect reserves and balances in order to provide an adequate buffer for any series of one-off pressures – or to provide sufficient time to identify on-going mitigations in a systematic way.
- 1.7.11 A summary of selected key, strategic risks / weaknesses and mitigating actions are noted in Appendix N.

Robustness of estimates

- 1.7.12 The council is a going concern and the budget process is part of a continuous service planning and financial cycle. Therefore, knowledge and understanding of the previous and current national and local financial and economic environments are used to make informed

assumptions and judgement about the future. This activity seeks to establish a robust budget which is appropriate and realistic having taken a practical assessment of risks.

- 1.7.13 The financial planning process has been managed at senior officer level through the Council Management Team meetings. This Executive level group has overseen the process for financial planning, including medium-term resource projections, the strategic context for the borough, and the quantification of new pressures on resources, and the identification of potential budget savings.
- 1.7.14 Consideration has been given to the known and possible future financial impacts of the pandemic to ensure that changes to the budget are made where this is appropriate.
- 1.7.15 Extensive consultation has taken place in respect of the budget proposals in general, and also in respect of specific planned changes. Consultation feedback has been taken into consideration as final proposals to the council have been formulated.
- 1.7.16 The Capital Programme presents the council with a significant challenge in terms of delivery and affordability. The cost of borrowing is accounted for based on the current plans however any overestimation in spend leads to overestimation of capital financing requirement and any under-achievement of its capital receipts expectations will require either an increase in borrowing, with associated revenue implications, or the deletion of schemes.

Robustness of Budget Setting Process

- 1.7.17 The process that has been undertaken to set the budget has included engagement of officers from service departments throughout the year, regular reporting of financial and service issues to Theme Committees, consultation with the public, along with due consideration of statutory duties, particularly in respect of equalities.
- 1.7.18 Following this Committee's endorsement of the budget proposals in February 2022 officers have undertaken a readiness assessment of the council's ability to deliver the savings required for the MTFs with particular emphasis on 2022/23. Where there is a risk of non-achievement of savings, adequate mitigations have been put in place in order to ensure a legal budget is set and that value for money is achieved from public funds.
- 1.7.19 For these reasons, it can be confirmed that the budget setting process has been robust.

Effectiveness of Budget Management

- 1.7.20 The council has robust arrangements for managing budgets and performance. Close attention will continue to be paid to the net cost arising from the pandemic response, implementation of agreed savings and monitoring of the Council's current position, with regular reporting to the Policy and Resources Committee.
- 1.7.21 The council has a legal responsibility to set a balanced budget which can include the planned use of its reserves. The council does not anticipate using reserves in order to fund recurrent expenditure in 2022/23. The council, however, maintain reserves for other, non-recurrent purposes such as the ongoing response to the pandemic, transformation work, expenditure linked to previous grant receipts or for unplanned one-off items.

1.7.22 The Section 151 Officer considers the current level of reserves sufficient to manage those items and is actively working to replenish some of the previous years' drawdowns.

1.8 Capital Programme

1.8.1 The council has a significant capital programme across both the General Fund and the Housing Revenue Account (HRA). Capital projects are considered within the council's overall medium to long term priorities, and the preparation of the capital programme is an integral part of the financial planning process. This includes taking account of the revenue implications of the projects in the revenue budget setting process.

1.8.2 The Capital Programme, incorporating changes approved at February 2023 Policy and Resources Committee is described in the following sections.

1.8.3 The summary of the revised capital programme for this Committee's approval broken down by Theme Committee is as follows:

Summary of Capital Programme

Theme Committee	2022-23	2023-24	2024-25	2025-26	2026-27	Total
	£000	£000	£000	£000	£000	£000
Adults and Safeguarding	4,860	5,000	3,762	0	0	13,621
Housing and Growth (Brent Cross)	73,894	39,597	25,882	0	0	139,373
Children, Education & Safeguarding	13,282	12,173	9,374	5,431	5,821	46,082
Community Leadership and Libraries	461	2,013	0	0	0	2,474
Environment	26,866	30,843	17,864	12,960	0	88,533
Housing and Growth Committee	53,319	135,688	67,911	45,936	860	303,713
Policy & Resources	20,475	18,767	4,770	0	0	44,012
Total - General Fund	193,157	244,081	129,562	64,327	6,681	637,808
Housing Revenue Account	97,969	110,188	76,941	63,848	47,376	396,321
Total - All Services	291,125	354,269	206,504	128,175	54,057	1,034,129

1.8.4 A more detailed breakdown of the capital programme is shown in Appendix I2 to this report.

1.8.5 The funding for the capital programme is set out below:

Financing of the Capital Programme

Theme Committee	Grants	S106	Capital Receipts	RCCO/MRA	CIL	Borrowing (Mayor's Energy Efficiency Fund)	Borrowing (PWLB)	Total
Adults and Safeguarding	9,752	155	38	0	3,471	0	205	13,621
Housing and Growth (Brent Cross)	109,566	0	17,517	1,011	0	0	11,280	139,374
Children, Education & Safeguarding	39,931	2,809	158	0	363	0	2,822	46,082
Community Leadership and Libraries	0	0	0	0	2,363	0	111	2,474
Environment	3,795	6,354	395	0	42,290	0	35,698	88,532
Housing and Growth Committee	54,369	7,938	13,676	491	38,841	11,700	176,698	303,713
Policy & Resources	1	45	166	0	4,183	0	39,617	44,012
Total - General Fund	217,415	17,301	31,949	1,502	91,510	11,700	266,430	637,808

Housing Revenue Account	25,819	3,700	10,989	53,586	0	0	302,228	396,322
Total - All Services	243,234	21,001	42,939	55,088	91,510	11,700	568,657	1,034,129

Borrowing

- 1.8.6 £569m of the total capital programme will be funded from borrowing of which £125m is on-lent to Opendoor Homes for the acquisition or delivery of new housing.
- 1.8.7 Borrowing is typically, Public Works Loan Board loans to support capital expenditure; this type of capital funding has revenue implications (i.e. interest and provision to pay back loan).
- 1.8.8 Included in the total Capital programme, is £11.7m borrowing from the Mayor's Energy Efficiency Fund. This borrowing is cheaper than PWLB borrowing and is only eligible to use on projects intended to achieve net zero.

Capital Receipts

- 1.8.9 The council has previously highlighted a risk in the level of capital receipts that it currently holds or forecasts to receive. Capital Receipts are proceeds of capital sales (land, buildings, etc.) and are re-invested into purchasing other capital assets.
- 1.8.10 £42.9m of the above capital programme is planned to be funded by capital receipts. Of the £42.9m, £10.9m will be funded from HRA capital receipt (RTB Receipts) and £31.9m from General Fund Receipts.
- 1.8.11 Current receipts are standing at £30.026m with £28.582m being HRA receipts and the remaining £1.443m are General Fund receipts. The current disposal programme estimates General Fund disposals of £2.5m in 22/23, £9.158m in 23/24 and £8.325m in 24/25.
- 1.8.12 Assuming no further General Fund disposals there would be a shortfall of capital receipts which would be replaced by borrowing which would result in additional interest and MRP costs.
- 1.8.13 £10.9m HRA expenditure will be funded from Capital receipts from Right to Buy sales. HRA funding will also finance Open Door New Build Housing (£6.28m), of which is shown in the above table under Housing and Growth Committee. Current HRA capital receipt balances plus future estimates suggest that there will be enough HRA capital receipts to fund the relevant projects.

Capital Grants & Contributions

- 1.8.14 The current capital programme shows £243.2m will be funded from Capital Grants. S106 and CIL are standing at £21.001m and £91.5m, respectively.
- 1.8.15 Capital grants are mainly received from central government departments (such as the Brent Cross grant from MHCLG) or other partners or funding agencies (such Transport for London, Education Funding Authority).
- 1.8.16 S106 contributions are a developer contribution towards infrastructure; confined to specific area and to be used within specific timeframe.

- 1.8.17 Community Infrastructure Levy (CIL) funds are developer contribution towards infrastructure; they can be used borough wide but still has time restrictions on use.
- 1.8.18 Current capital programme forecasts plus future estimates suggest that there will be enough S106 contributions to fund the relevant projects.

1.9 Strategic risk register

- 1.9.1 The council has an established approach to risk management, which is set out in the risk management framework. The strategic and service level risks are reviewed on a quarterly basis to ensure they remain relevant and the controls/mitigations in place to manage the risks remain effective.
- 1.9.2 The Q3 2022/23 risk review is underway and the strategic and high level risks will be reported to Policy and Resources Committee in April 2023. The Q2 2022/23 strategic and high level risks were reported to P&R Committee on 13 December 2022 and are attached at Appendix N for information.

2. Reasons for recommendations

- 2.1.1 The council is legally obliged to set a budget each year, which must balance service expenditure against available resources. It is also a key element of effective financial management for the council to put together a financial forward plan to ensure that it is well placed to meet future challenges, particularly in the context of reductions to local authority funding, demographic increases and legislative changes.
- 2.1.2 The council's MTFS sets out the estimated overall financial position of the council over a period of time. This report details measures undertaken to set a balanced budget for 2023/24 onwards in order to ensure Councillors and the public are informed of this work, supporting good governance.
- 2.1.3 The revisions to the Capital Programme ensure that the council's financial planning accurately reflects what is happening with scheme delivery. This ensures that the council can make effective decisions on the deployment of its scarce resources.

3. Alternative options considered and not recommended

- 3.1.1 Services have considered alternative options in proposing savings and identifying pressures. These have been reported to theme committees and Policy and Resources Committee. Alternatives to this could include more significant reduction to the services that the council provides but those are not included in this report.
- 3.1.2 The council could consider alternative options to allocate service pressures funding however these could result in service delivery problems or fail to address structural budget deficits.
- 3.1.3 The alternative option to reducing the capital programme would be to make revenue reductions in order to fund the cost of borrowing.

4. Post decision implementation

- 4.1.1 Following approval of these recommendations, the authority's Council Tax will be set, and residents will receive their Council Tax bills over the next few weeks.
- 4.1.2 Following approval of these recommendations, the budget changes will be processed in the financial accounting system and reflected against service areas for 2023/24.

5. Implications of decision

5.1 Corporate Priorities and Performance

- 5.1.1 The Revised Budget for 2023/24 and Business Planning process for 2024-2027 are both enablers to delivering across all the Councils priorities and will enable the delivery of the priorities and outcomes set out in the future.
- 5.1.2 The budget preparation process ensures alignment between resources and the council's updated Corporate Plan.

5.2 Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)

- 5.2.1 This report considers the council's financial position and provides the recommendations which allow a decision to be made on the Council Tax to be charged for 2023/24.
- 5.2.2 The revenue budget proposals will enable the council to meet its savings target as set out in the MTFs. These budgets will be formally agreed each year, after appropriate consultation and equality impact assessments, as part of the council budget setting process. For this reason, the proposals are subject to change annually.

5.3 Legal and Constitutional References

- 5.3.1 Section 31A of the Local Government Finance Act 1992 requires billing authorities to calculate their Council Tax requirements in accordance with the prescribed requirements of that section. The function of setting the Council Tax is the responsibility of Full Council. This requires consideration of the Council's estimated revenue expenditure for the year in order to perform its functions, allowances for contingencies in accordance with proper practices, financial reserves and amounts required to be transferred from general fund to collection fund. The Council is required to make estimates of gross revenue expenditure and anticipated income, leading to a calculation of a budget requirement and the setting of an overall budget to ensure proper discharge of the Council's statutory duties and to lead to a balanced budget.
- 5.3.2 Section 25 of the Local Government Act 2003 require that, when the Council is making the calculation of its budget requirement, it must have regard to the report of the Chief Finance Officer as to the robustness of the estimates made for the purposes of the calculations and the adequacy of the proposed financial reserves. This opinion is contained in the main body of this report.
- 5.3.3 The Local Government Act 2003 sets out the framework for local authority capital finance. This confers a broad power to borrow, subject to affordable borrowing limits. This

framework is supplemented by the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003, as amended, and by codes of practice and statutory guidance.

- 5.3.4 These collectively require the Council to set out its treasury strategy for borrowing and to prepare an annual investment strategy, setting out the Council's policies for managing its investments and for giving priority to the security and liquidity of those investments.
- 5.3.5 Approval of the Capital Programme, Capital Strategy and Treasury Management Strategy are reserved to full Council as part of the budget and policy framework.
- 5.3.6 The DSG is a ring-fenced specific grant, provided outside the local government finance settlement. It must be used in support of the schools budget for the purposes defined in the School and Early Years Finance (England) Regulations for the requisite year. The conditions of grant require that any local authority with an overall deficit on its DSG account or whose surplus has substantially reduced during the year, must present a plan to the Department for Education for managing their future DSG spend.
- 5.3.7 Under section 74 of the Local Government and Housing Act 1989 the Council, as a Local Housing Authority, must maintain a HRA which includes sums falling to be credited or debited in accordance with the category of properties listed within s74(1), which consists primarily of Council housing stock. The HRA must include any capital expenditure on housing stock which a Local Authority has decided to charge to revenue. Save in accordance with a direction of the Secretary of State, sums may not be transferred between HRA or General Fund, therefore, the HRA is ring-fenced and cannot be used to subsidise a budget deficit within General Fund, neither can General Fund be used to subsidise a budget deficit in HRA. Section 76 of 1989 Act requires Local Authorities to formulate and implement proposals to secure HRA for each financial year does not show a debit balance. If a debit occurs, this must be carried forward to next financial year. This requires that the income from rents and other charges and the expenditure in respect of repair, maintenance, supervision and management of such properties balance.
- 5.3.8 Compliance with the Direction on the Rent Standard 2023 is required. This required the Regulator for Social Housing to set a rent standard that applies to rent periods that begin in the 12 months from 1 April 2023 to 31 March 2024 for low cost rental accommodation. Social housing rent and affordable rent housing may not be increased by more than 7%. Service charges are chargeable to some tenants to reflect additional services which may not be provided to every tenant or which are connected to communal facilities. The Council is expected to set reasonable and transparent service charges which reflect the services being provided to tenants and tenants should be provided with clear information on how service charges are set. Service charge increases are not governed by the Rent Standard 2023, however it is expected that social landlords will keep increases within the limit on rent charges of CPI plus 1% or 7% to keep charges affordable.
- 5.3.9 Article 7 of the Council's Constitution sets out the terms of reference of the Policy and Resources Committee which include:
- Responsibility for strategic policy finance and corporate risk management including recommending: Capital and Revenue Budget; Medium Term Financial Strategy; and The Barnet Plan to Full Council

- To be responsible for the overall strategic direction of the Council including strategic partnerships, Treasury Management Strategy and internal transformation programmes
- To be responsible for those matters not specifically allocated to any other committee affecting the affairs of the Council.

5.3.10 Article 4 sets out the role of Full Council “approving the strategic financing of the council upon recommendations of the Policy and resources committee, determination of financial strategy, approval of the budget, approval of the capital programme”. Council will set the budget and Policy and Resources Committee will work within that set budget subject to the rules on virements contained in the Financial Regulations.

5.4 Insight

5.4.1 The MTFS makes use of data and models from different sources and these include Central Government projections e.g. forecasts from the Office of Budget Responsibility on CPI inflation, in-year trend data on changes to Council Tax as a basis for future estimates and models of budget spend e.g. on capital and the resulting impact on financing. The MTFS process for the upcoming year will place an increased focus on a data-led approach to support estimates of pressures and savings offered.

5.5 Social Value

5.5.1 None that are applicable to this report, however the council must take into account the requirements of the Public Services (Social Value) Act 2012 to try to maximise the social and local economic value it derives from its procurement spend.

5.6 Risk Management

5.6.1 The Council has an established approach to risk management, which is set out in the Risk Management Framework. The allocation of an amount to contingency is a step to mitigate the pressures that had yet to be quantified during the budget setting process.

5.6.2 The allocation of budgets from contingency seeks to mitigate financial risks which have materialised.

5.7 Equalities and Diversity

5.7.1 Equality and diversity issues are a mandatory consideration in the decision-making of the council.

5.7.2 Decision makers should have due regard to the public-sector equality duty in making their decisions. The equalities duties are continuing duties they are not duties to secure a particular outcome. The equalities impact will be revisited on each of the proposals as they are developed. Consideration of the duties should precede the decision. It is important that Council has regard to the statutory grounds in the light of all available material such as consultation responses. The statutory grounds of the public-sector equality duty are found at Section 149 of the Equality Act 2010 and are as follows below.

5.7.3 A public authority must, in the exercise of its functions, have due regard to the need to:

- a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
- c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

5.7.4 Having due regard to the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to:

- d) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;
- e) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it; and
- f) encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

5.7.5 The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.

5.7.6 Having due regard to the need to foster good relations between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to:

- g) Tackle prejudice; and
- h) Promote understanding.

5.7.7 Compliance with the duties in this section may involve treating some persons more favourably than others; but that is not to be taken as permitting conduct that would otherwise be prohibited by or under this Act. The relevant protected characteristics are:

- Age
- Disability
- Gender reassignment
- Pregnancy and maternity
- Race,
- Religion or belief
- Sex
- Sexual orientation
- Marriage and Civil partnership

5.7.8 If deemed appropriate, a project may be subject to future individual committee decision once the budget envelope has been set by Council. The equality impacts will be updated for these decisions. Reserves may be used to avoid adverse equality impacts.

5.7.9 The Equality Act 2010 and The Public Sector Equality Duty impose legal requirements on elected Members to satisfy themselves that equality impact considerations have been fully taken into account in developing the proposals which emerge from the finance and business planning process, together with any mitigating factors. To assist with the Council meeting the Public Sector Equalities Duty as outlined above, each year the Council

undertake a planned and consistent approach to business planning. This assesses the equality impact of relevant budget proposals for the current year (affecting staff and/or service delivery) across services and identifies any mitigation to ease any negative impact on particular groups of residents. This process is refined as proposals develop and for the Council meeting it includes the assessment of any cumulative impact on any particular group. An equality impact assessment on the budget has been completed taking into account the consultation responses to the budget. The results of the finding are shown in Appendix H.

5.7.10 All human resources implications of the budget savings proposals will be managed in accordance with the council's Managing Organisational Change policy that supports the council's Human Resources Strategy and meets statutory equalities duties and current employment legislation.

5.7.11 This is set out in the council's Equalities Policy together with our Strategic Equalities Objective that citizens will be treated equally according to their needs with understanding and respect; have equal opportunities and receive quality services provided to best value principles.

5.7.12 More information on the council's Equalities, Diversity and Inclusion policy can be found on our website at [Equality and diversity | Barnet Council](#). The Finance and Business Planning EqlAs for 2023/24 can also be found on this [link](#).

Cumulative Equalities Impact Assessment on the budget

5.7.13 The full Cumulative Equalities Impact Assessment (CEqlA) of the budget savings proposals for 2023/24 is shown at Appendix H.

5.7.14 For the 2023/24 budget, ten saving / income proposals carried out EqlAs. Overall, seven EqlAs have forecasted the outcome of an outcome of positive impact and three are forecast to give a minor negative impact.

5.7.15 Analysis of the cumulative effect of these EqlAs on residents has been summarised below:

- Overall, it has been identified that there may be some cumulative negative impact on older residents, younger residents, and dependents (children and young people), disabled residents, and residents who are pregnant who are on maternity leave.
- In addition to those with protected characteristics, the following groups may be negatively impacted by the 23/24 budget: lone parents, and residents who are unemployed or on benefits.
- It has also identified some cumulative positive impacts. These were on older people.

5.7.16 The CEqlA underlines that as the council takes some difficult decisions about service provision, we identify and take practical steps to mitigate, wherever possible, any negative impacts of specific proposals for our residents including the protected characteristics and other vulnerable groups.

5.7.17 The council is satisfied that this CEqlA demonstrates how we have paid due regard to equalities, analysed the individual and cumulative impacts of our proposals, taking account of any negative impact from previous years and making every effort to avoid, minimise and

mitigate any negative impacts wherever possible (as outlined in the individual EqlAs). However, given the scale of savings the council is obliged to make, change is inevitable.

5.7.18 The EqlA process is an iterative process. As Budget proposals are implemented, they will be kept under review and further equalities analysis will be undertaken and individual EqlAs updated as proposals develop. Some proposals will be subject to a separate decision making process working within the budget envelope set by Council. The equalities impacts will be reviewed prior to these separate decisions being made.

5.8 Corporate Parenting

5.8.1 In line with Children and Social Work Act 2017, the council has a duty to consider Corporate Parenting Principles in decision-making across the council. The outcomes and priorities in the Corporate Plan that is being developed alongside this MTFs reflect the council's commitment to the Corporate Parenting duty to ensure the most vulnerable are protected and the needs of children are considered in everything that the council does. To this end, great attention has been paid to the needs of children in care and care leavers when approaching business planning, to ensure decisions are made through the lens of what a reasonable parent would do for their own child.

5.8.2 The Council, in setting its budget, has considered the Corporate Parenting Principles both in terms of savings and investment proposals. The Council proposals have sought to protect front-line social work and services to children in care and care leavers and in some cases, has invested in them.

5.9 Consultation and Engagement

5.9.1 As a matter of public law, the duty to consult with regards to proposals to vary, reduce or withdraw services will arise in four circumstances:

- where there is a statutory requirement in the relevant legislative framework;
- where the practice has been to consult, or, where a policy document states the council will consult, then the council must comply with its own practice or policy;
- exceptionally, where the matter is so important that there is a legitimate expectation of consultation; or
- where consultation is required to complete an equalities impact assessment.

5.9.2 Regardless of whether the council has a duty to consult, if it chooses to consult, such consultation must be carried out fairly. In general, a consultation can only be considered as proper consultation if:

- comments are genuinely invited at the formative stage;
- the consultation documents include sufficient reasons for the proposal to allow those being consulted to be properly informed and to give an informed response;
- there is adequate time given to the consultees to consider the proposals;
- there is a mechanism for feeding back the comments and those comments are considered by the decision-maker / decision-making body when making a final decision;
- the degree of specificity with which, in fairness, the public authority should conduct its consultation exercise may be influenced by the identity of those whom it is consulting; and

- where relevant and appropriate, the consultation is clear on the reasons why and extent to which alternatives and discarded options have been discarded. The more intrusive the decision, the more likely it is to attract a higher level of procedural fairness.

General Budget Consultation 2023/24

Overview

- 5.9.3 The general budget consultation began after Policy and Resources Committee on 13 December 2023 where the committee agreed to consult on the council's budget proposals for 2023/24.
- 5.9.4 The consultation opened on 23 December 2022⁶ and concluded on 4 February 2023.
- 5.9.5 In terms of service-specific consultations the council has a duty to consult with service users where there are proposals to vary, reduce or withdraw services. Where appropriate, separate service-specific consultations have already taken place. The outcomes of these consultations are being reported into the committee decision making process.
- 5.9.6 The following paragraphs set out the headline findings from the general budget consultation for 2023/24 which were presented to Policy and Resources Committee on 22 February 2023. The detailed findings can be found in Appendix G.

Summary of consultation approach

- 5.9.7 The 2023/24 general budget consultation asked for views on the:
- Overall budget, and savings and income generation proposals for 2023/24;
 - Proposal to increase General Council Tax by 1.8% in 2023/24; and
 - Proposal to apply an Adult Social Care Precept on Council Tax of 2% to help pay for adult social care.
- 5.9.8 The consultation was published on Engage Barnet together with a summary consultation document and the full Finance and Business Planning Report.
- Respondent's views were gathered via an online questionnaire;
 - Paper copies and other alternative formats of the consultation were made available on request;
 - As part of the council's statutory duty to consult with National Non-Domestic Rate (NNDR) Payers, letters were sent out to all the council's NNDR payers inviting them to take part in the consultation;
 - The consultation was widely promoted via the council's residents' magazine (Barnet First delivered to all households), the council resident's e newsletter, the council's website, local press, Twitter and Facebook; and

⁶The launch of the consultation was delayed until after the Government Financial Statement to see if there were any other implications that could affect the budget.

- Super-users, i.e., users of non-universal services, were also invited to take part in the consultation through the Barnet Together Newsletter, and other LBB service user newsletters and circulars.

Response to the consultation

5.9.9 A total of 140 questionnaires were completed – all were submitted online. The table below shows the profile of those who responded to the consultation. It should be noted that the vast majority of responses were from residents.

Stakeholder	%	Base
Barnet resident	96%	89
A person working within the London Borough of Barnet area	0%	0
Barnet business	1%	1
Representing a school	0%	0
Representing a voluntary/community organisation	1%	1
Representing a public-sector organisation	0%	0
Other	0%	0
Prefer not to say	2%	2
Total who answered this question	100%	93
Not Answered		47
Total response to the consultation		140

There was also one written response via e mail. The response has been incorporated into the findings and further details are provided in section 3.6 of Appendix G.

Calculating and reporting on results

5.9.10 The results for each question are based on “valid responses”, i.e. all those providing an answer (this may or may not be the same as the total sample) unless otherwise specified. The base size may therefore vary from question to question.

5.9.11 Where percentages do not add up to 100, this may be due to rounding.

5.9.12 Due to the small total sample size the findings have been reported on in terms of percentages and numbers.

Summary of key findings

Views on the overall budget for 2023/24

5.9.13 Respondents were asked to what extent they agree or disagree with the proposed budget for 2023/24:

- A third of respondents agree (31%, 43 out of 140 respondents) with the council's proposed budget for 2023/24 (3%, 4 out of 140 respondents strongly agree, and 28%, 39 out of 140 respondents tend to agree).
- Just under half disagree (46%, 64 out of 140 respondents) with the council's proposed budget for 2023/24 (20%, 28 out of 140 respondents tend to disagree, and 27%, 36 out of 140 respondents strongly disagree).
- The remainder were either neutral (18 %, 25 out of 140 respondents) or said they did not know or were not sure (6%, 8 out of 140 respondents).

Views on proposals to increase both general Council Tax by 1.8% and to apply a 2% Adult Social Care precept to Council Tax 2023/24

5.9.14 Overall, around half of respondents (51%, 48 out of 94 respondents) support some sort of Council Tax increase to help fund the budget gap in 2023/24 - a third support both Council Tax increases - the proposal to increase general Council Tax by 1.8% and the proposal to apply a further 2.0% Social Care Precept in 2023/24. However, half of respondents do not support any increases in Council Tax in 2023/24 (48%, 45 out of 94 respondents):

- A third of respondent's (33%, 31 out of 94 respondents) support both the council's proposals on Council Tax: the proposal to increase general Council Tax by 1.8% and the proposal to apply a further 2.0% Social Care Precept in 2023/24.
- A minority of respondents (11%, 10 out of 94 respondents) support only the proposal to increase general Council Tax by 1.8% in 2023/24.
- A smaller minority of respondents (7%, 7 out of 94 respondents) support only the proposal to apply a 2% Adult Social Care Precept to Council Tax in 2023/24.
- Around half of respondents (49%, 45 out of 94 respondents) do not support either of the council's proposals to increase Council Tax in 2023/24: the proposal to increase general Council Tax by 1.8% and the proposal to apply an Adult Social Care Precept on Council Tax of 2% in 2023/24.

Table 4: Respondents' level of support for proposed Council Tax increases

Please indicate which of the statements below most closely aligns to your opinion in terms of our Council Tax proposals?	%	Base
I support the proposal to increase general Council Tax by 1.8% in 2023/24 and also support the proposal to apply an Adult Social Care Precept on Council Tax of 2% in 2023/24	33%	31
I support the proposal to increase general Council Tax by 1.8% in 2023/24 only	11%	10
I support the proposal to apply an Adult Social Care Precept on Council Tax of 2% in 2023/24 only	7%	7
I do not support any of the proposals to increase general Council Tax or any increase on the Adult Social Care Precept on Council Tax 2023/24	49%	46
Total	100%	94

Savings and income proposals for 2023/24

5.9.15 Respondents were asked to what extent they agree or disagree with the savings and income proposals identified for each of the theme committees in 2023/24:

- **Children’s, Education and Safeguarding Committee received the highest level of support**, with half of respondents (50%, 47 out of 94 respondents) indicating they agree with the saving and income proposals identified within this committee for 2023/24.
- **Public Health and Wellbeing Board**, which had no savings or income generation proposals, received **the second highest level of support**, with just under half of respondents (48%, 45 out of 94 respondents) agreeing.
- **Adults and Safeguarding Committee received the third highest level of support** with two fifths of respondents (39%, 37 out of 94 respondents) agreeing with the saving and income proposals identified within this committee for 2023/24.
- **Community Leadership and Libraries Committee, Housing and Growth Committee, and Environment and Climate Change Committee** all had similar levels of support, with around **a third of respondents agreeing** with the saving and income proposals identified within these committees for 2023/24:
 - Community Leadership and Libraries 35% agreed (32 out of 92 respondents)
 - Committee and Housing and Growth Committee 34% agreed (32 out of 93 respondents)
 - Environment and Climate Change Committee 33% agreed (31 out of 94) respondents).
- **Policy and Resources Committee** received the least support for their saving and income proposals, with a quarter of respondents (27%, 25 out of 93 respondents) agreeing with the saving and income generation proposals identified within this committee for 2023/24.

Further comments on theme committee saving and income proposals for 2023/24

5.9.16 Respondents were also asked if they had any comments to make about the saving and income proposals identified for each theme committee for 2023/24. Of those who responded to the consultation, 40 out of 140 gave a response to this question.

5.9.17 The responses to this question were varied and the most common themes, with a response of four comments or more, have been summarised below:

- Disagree with / Can't afford Council Tax increases (Seven comments)
- Too much spent on Policy and Resources Budget/ management (Seven comments)
- Improvements needed to parks, pavements and facilities (Five comments)
- Increase spending needed on environment, climate change, public transport and active travel (Five comments)
- Not enough detail on where the money will be spent (Five comments)
- Concern with the level of funding on Adult Social Care and the impact on the most vulnerable (Four comments)
- Concern over pressure from NHS for continuing care costs (Four comments)
- Need for more housing especially social/ affordable (Four comments)

Further comments on the overall budget for 2023/24

5.9.18 Respondents were also asked if they had any further comments to make about the councils proposed budget for 2023/24. Of those who responded to the consultation, 53 out of 140 gave a response to this question.

5.9.19 Again, the responses to this question were varied and the most common themes, with a response of three comments or more have been summarised below:

- Cost of living means council tax should be minimised: (Seventeen Comments).
- I would support a higher increase in Council tax: (Nine comments).
- Reduced Policy and Resources Budget/ management costs/ insourcing (Three comments).
- This seems to go against labour's manifesto promise: (Three comments)
- Budget not sustainable / Not credible: (Three comments)

5.9.20 Further details of the types of comments received can be found in Appendix G, Section two.

5.9.21 The council launched a budget consultation in the week beginning 23 December 2022. The consultation ran for six weeks and closed on 4 February 2023.

5.9.22 In terms of service specific consultations, the council has a duty to consult with residents and service users in a number of different situations including proposals to significantly vary, reduce or withdraw services. Consultation is also needed in other circumstances, for example to identify the impact of proposals or to assist with complying with the council's equality duties, where there is a legitimate expectation or legislative requirement to consult. Service specific consultations will take place where necessary in line with timescales for any changes to be implemented.

5.9.23 Where appropriate, separate service specific consultations have already taken place or will be taking place for the 2023/24 savings. The outcomes of these consultations have or will feed into committee decision making process.

5.9.24 There are no direct consultation implications from the decisions recommended within this report.

6. Background papers

Committee	Item & Agenda	Link
Policy & Resources 22 February 2023	Item 8: Business Planning (including BOOST Plan)	Agenda for Policy and Resources Committee on Wednesday 22nd February, 2023, 7.00 pm (moderngov.co.uk)
Policy & Resources 13 December 2022	Item 8: Business Planning 2023-2027 and in-year Financial Management 2022/23	Agenda for Policy and Resources Committee on Tuesday 13th December, 2022, 7.00 pm (moderngov.co.uk)
Policy & Resources 29 September 2022	Item 9: Business Planning 2023-2027 and in-year Financial Management 2022/23	Agenda for Policy and Resources Committee on Thursday 29th September, 2022, 7.00 pm (moderngov.co.uk)
Policy & Resources 19 July 2022	Item 9: Revised Budget 2022/23 and Business Planning 2023-2027	Agenda for Policy and Resources Committee on Tuesday 19th July, 2022, 7.00 pm Barnet Council (moderngov.co.uk)
Full Council 01 March 2022	Item 13.1 Report from Policy and Resources Committee - Business planning	Agenda for Council on Tuesday 1st March, 2022, 7.00 pm Barnet Council (moderngov.co.uk)

This page is intentionally left blank

Appendix A - Summary MTFS

2022/23	MTFS Summary	2023/24	2024/25	2025/26	2026/27
£m	Resources vs. Expenditure	£m	£m	£m	£m
344.334	Expenditure	380.885	410.214	430.184	449.592
(336.380)	Resources	(369.686)	(386.985)	(402.987)	(420.536)
7.954	Cumulative (Surplus)/Shortfall to Balanced Budget	11.199	23.229	27.197	29.056
7.954	In Year Budget Gap before Savings	11.199	12.030	9.444	10.048
(7.954)	Efficiencies and Income Generation options Proposed	(11.199)	(6.554)	(1.255)	(0.622)
(0.000)	(Surplus)/Shortfall to Balanced Budget	0.000	5.476	8.189	9.426
	In year savings requirement	11.199	12.030	3.968	1.859
	Expenditure (Cumulative)				
333.101	Base Expenditure Budget	336.380	380.885	410.214	430.184
7.443	Inflation - Non Pay	13.284	7.444	2.903	3.732
2.727	Inflation - Pay	4.461	4.639	2.412	2.461
1.000	North London Waste Authority levy	0.500	1.500	1.500	1.500
(0.000)	Capital Financing (MRP)	(1.570)	1.224	2.208	1.216
0.000	Pensions: Employer Contribution and Deficit Recovery	0.000	0.000	0.000	0.505
11.170	Statutory / Cost Drivers Sub Total	16.675	14.807	9.024	9.414
(10.225)	Covid-19 Grant: Expenditure	0.000	0.000	0.000	0.000
14.019	Service Pressures and Investments	17.680	7.880	4.788	4.598
0.000	Contingency	7.090	5.000	5.000	5.000
(1.000)	Council Tax Discretionary Payment	0.000	0.000	0.000	0.000
(4.208)	Concessionary Fares (Freedom Pass)	1.599	0.850	0.850	0.000
(1.414)	Service Expenses sub total	26.369	13.731	10.638	9.598
0.501	Public Health Grant expenditure increase	1.461	0.791	0.309	0.397
0.000	Housing Benefit and Council Tax Administration Grant	0.000	0.000	0.000	0.000
0.000	Flexible Homelessness Support Grant	0.000	0.000	0.000	0.000
0.977	ASC Market Sustainability and Improvement Fund	0.000	0.000	0.000	0.000
1.478	Grant Income grossed up	1.461	0.791	0.309	0.397
344.334	Forecast Expenditure (Before Savings)	380.885	410.214	430.184	449.592
(7.954)	Approved Savings/ Further Efficiencies	(11.199)	(6.554)	(1.255)	(0.622)
336.380	Forecast Expenditure (After Savings)	369.686	403.660	428.929	448.970
	Forecast Resources (Calculated year by year)				
	Core Spending Power				
(42.825)	Business Rates (inc. core S31 Grants)	(57.278)	(54.850)	(26.207)	(26.207)
(19.731)	Business Rates (Top Up) / Tariff	(22.132)	(23.330)	(50.408)	(50.408)
(2.800)	Business Rates 8 authority pool income	(1.700)	0.000	0.000	0.000
(65.357)	Total Settlement Funding Assessment	(81.110)	(78.179)	(76.615)	(76.615)
(201.715)	Council Tax - General Element	(210.478)	(224.593)	(240.316)	(257.142)
(2.017)	Council Tax - Social Care Precept	(4.135)	(4.369)	(4.676)	(5.003)
(203.732)	Council Tax Income	(214.612)	(228.963)	(244.992)	(262.145)
(6.518)	Revenue Support Grant	(7.759)	(11.507)	(11.507)	(11.507)
(9.621)	Improved Better Care Fund Grant	(9.622)	(9.622)	(9.622)	(9.622)
(4.049)	2022/23 Services Grant	(2.281)	0.000	0.000	0.000
(12.059)	Social Care Grant	(20.801)	(24.105)	(24.105)	(24.105)
(4.847)	New Homes Bonus Grant	(1.389)	0.000	(1.228)	(1.228)
(0.619)	Lower Tier Services Grant	0.000	0.000	0.000	0.000
(37.713)	Government Grants	(41.852)	(45.234)	(46.461)	(46.461)
(306.801)	Core Spending Power Resources	(337.574)	(352.375)	(368.069)	(385.221)
(18.318)	Public Health Grant	(19.779)	(20.570)	(20.879)	(21.275)
(1.340)	Independent Living Fund Grant	0.000	0.000	0.000	0.000
(4.795)	Homelessness Grant	(4.795)	(4.795)	(4.795)	(4.795)
(0.556)	Local Council Tax Support Administration Grant	(0.556)	(0.556)	(0.556)	(0.556)
(1.357)	Housing Benefit Administration Subsidy Grant	(1.357)	(1.357)	(1.357)	(1.357)
(2.235)	PFI Credit Grant	(2.235)	(2.235)	(2.235)	(2.235)
(0.977)	ASC Market Sustainability and Improvement Fund	(3.390)	(5.096)	(5.096)	(5.096)
(29.579)	Other Grants outside core spending power	(32.112)	(34.610)	(34.918)	(35.315)
(336.380)	Total Resources	(369.686)	(386.985)	(402.987)	(420.536)

This page is intentionally left blank

Appendix B 2023/24 Council Tax Resolution
Statutory Determination of Council Tax 2023/24 by London Borough of Barnet

The Council is recommended, in accordance with the Local Government Finance Act 1992, to:

1) Note that the Chief Finance Officer, under their delegated powers in accordance with the financial regulations, has calculated **153,073** (Band D equivalent) as the amount for the Council Tax Base for the year 2023/24 [item T in the formula in Section 31B (1) of the Local Government Finance Act 1992, as amended (the “Act”)]

2) Recommend to Council for approval, the following amounts, calculated for 2023/24 in accordance with Sections 31A, 31B and 34 to 36 of the Act:

i) **£1,035,459,013** as the aggregate of the amounts that the Council estimates for the items set out in Section 31A (2) (a) to (f) of the Act;

ii) **£820,846,604** the aggregate of the amounts that the Council estimates for the items set out in Section 31A (3) (a) to (d) of the Act;

iii) **£214,612,410** as the Council Tax Requirement in accordance with Section 31A (4) of the Act, being the amount by which the aggregate at 2i) above exceeds the aggregate at 2ii) above. (Item R in the formula section 31B (1) of the Act;

iv) **£1,402.02** as the basic amount of Council Tax for the year, being the Council Tax Requirement at 2iii) above (Item R), divided by the Council Tax Base set out at 1 above (Item T), in accordance with Section 31B (1) of the Act;

3) Recommend to Council, on the advice of the Chief Finance Officer, that it determines that the council’s basic amount of Council Tax for 2023/24 as set out in 2(iv) above is not excessive in accordance with the principles approved under section 52ZB and 52ZC of the Local Government Finance Act 1992, set out in the Referendums relating to Council Tax increases (Principles)(England) Report 2023/24.

4) Note that the table below sets out the amounts of Council Tax for 2023/24 calculated by multiplying the amount at 2 (iv) above by the number which, in the proportion set out in Section 5(1) of the Local Government Finance Act 1992, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation band D, calculated by the Council, in accordance with Section 36(1) of the Local Government Finance Act 1992, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands:

Council Tax Band	Barnet (£)
A	934.68
B	1,090.46
C	1,246.24
D	1,402.02
E	1,713.58
F	2,025.14
G	2,336.70
H	2,804.04

5) Note that for the year 2023/24, the Greater London Authority has issued precepts to the Council in respect of the functional bodies under its control, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of dwellings as shown below:

Council Tax Band	GLA (£)
A	289.43
B	337.66
C	385.90
D	434.14
E	530.62
F	627.09
G	723.57
H	868.28

6) Agree that having calculated the aggregate in each case of the amounts at 4 with the amounts at 5 above, the Council, in accordance with Sections 30(2) and 36 of the Act, hereby sets the following amounts as the amounts of Council Tax for 2023/24 for each of the categories of dwellings as shown below:

Council Tax Band	Total (£)
A	1,224.11
B	1,428.12
C	1,632.14
D	1,836.16
E	2,244.20
F	2,652.23
G	3,060.27
H	3,672.32

Summary General Fund Revenue Budget			
Council Services - Directorate Summary	2022/23 Original Budget	2022/23 Current Budget	2023/24 Proposed Budget
	£	£	£
Adults and Health	111,206,080	115,510,525	131,913,061
Public Health	18,956,706	18,895,470	20,356,124
Assurance	8,424,122	9,526,980	9,519,980
Childrens Family Services	75,893,248	78,692,294	73,735,006
Customer and Place	51,277,520	55,506,789	55,247,439
Strategy and Resources	70,834,346	58,248,307	78,914,576
Total Service Expenditure Budget	336,592,022	336,380,365	369,686,186

Summary General Fund Subjective Analysis by Directorate

Directorate Breakdown	2022/23 Original Budget	2022/23 Current Budget	2023/24 Proposed Budget
Capital Financing	19,272,196	15,022,647	13,128,963
Employee Related	112,522,662	122,160,557	121,685,851
Premises Related	9,159,541	9,371,971	10,085,888
Secondary Recharges	(17,812,241)	(18,397,719)	(18,578,589)
Supplies/Services	137,522,761	134,827,767	153,081,967
Third Party Payments	185,053,186	184,636,011	199,840,556
Transfer Payments	228,806,676	230,746,008	231,311,260
Transport Related	4,883,168	4,456,055	4,583,425
Expenditure	679,407,949	682,823,297	715,139,321
Customer & Client Receipts	(108,465,178)	(106,438,968)	(106,280,500)
Government Grants	(202,137,406)	(204,598,419)	(202,135,553)
Other Grants, Reimbursements	(32,213,343)	(35,405,540)	(37,037,082)
Income	(342,815,927)	(346,442,927)	(345,453,135)
Total Council	336,592,022	336,380,370	369,686,186

Adults and Health			
Directorate Breakdown	2022/23 Original Budget	2022/23 Current Budget	2023/24 Proposed Budget
Capital Financing	0	(2,557,220)	(90,000)
Employee Related	21,030,730	25,660,572	23,683,073
Premises Related	1,283,432	1,283,289	1,362,289
Secondary Recharges	(529,661)	(744,283)	(744,283)
Supplies/Services	7,790,365	7,055,570	7,231,362
Third Party Payments	106,424,127	109,198,126	124,318,650
Transfer Payments	18,466,280	20,023,864	21,654,573
Transport Related	153,020	183,439	183,439
Expenditure	154,618,293	160,103,357	177,599,103
Customer & Client Receipts	(21,629,067)	(17,989,804)	(17,833,945)
Government Grants	(219,383)	(217,530)	(217,530)
Other Grants, Reimbursements	(21,563,763)	(26,385,498)	(27,634,567)
Income	(43,412,213)	(44,592,832)	(45,686,042)
Adults and Health Total	111,206,080	115,510,525	131,913,061

Assurance			
Directorate Breakdown	2022/23 Original Budget	2022/23 Current Budget	2023/24 Proposed Budget
Capital Financing	166,379	166,379	166,379
Employee Related	6,645,099	7,098,421	7,146,422
Premises Related	741,920	741,920	741,920
Secondary Recharges	(315,893)	(315,893)	(315,893)
Supplies/Services	871,111	970,732	970,732
Third Party Payments	1,352,980	1,352,980	1,352,980
Transfer Payments	677,496	978,496	978,496
Transport Related	34,420	33,880	18,880
Expenditure	10,173,512	11,026,915	11,059,915
Customer & Client Receipts	(1,189,390)	(939,935)	(979,935)
Other Grants, Reimbursements	(560,000)	(560,000)	(560,000)
Income	(1,749,390)	(1,499,935)	(1,539,935)
Assurance Total	8,424,122	9,526,980	9,519,980

Childrens Family Services			
Directorate Breakdown	2022/23 Original Budget	2022/23 Current Budget	2023/24 Proposed Budget
Capital Financing	(250,500)	(251,631)	(43,150)
Employee Related	36,214,222	41,250,195	38,715,329
Premises Related	1,071,578	908,955	1,035,263
Secondary Recharges	(6,281,354)	(6,359,511)	(6,581,354)
Supplies/Services	16,558,904	19,557,128	17,893,843
Third Party Payments	31,323,099	28,262,165	24,953,926
Transfer Payments	8,050,993	8,131,230	6,966,131
Transport Related	365,960	223,590	365,960
Expenditure	87,052,902	91,722,121	83,305,947
Customer & Client Receipts	(1,174,821)	(2,212,343)	(835,177)
Government Grants	(4,154,342)	(6,617,208)	(4,154,342)
Other Grants, Reimbursements	(5,830,491)	(4,200,276)	(4,581,422)
Income	(11,159,654)	(13,029,827)	(9,570,941)
Children's Family Services Total	75,893,248	78,692,294	73,735,006

Customer and Place			
Directorate Breakdown	2022/23 Original Budget	2022/23 Current Budget	2023/24 Proposed Budget
Capital Financing	(721,731)	(114,933)	440,123
Employee Related	30,136,041	32,528,406	32,483,493
Premises Related	6,062,611	6,437,807	6,946,416
Secondary Recharges	(12,196,213)	(12,488,912)	(12,383,239)
Supplies/Services	84,941,409	87,229,303	87,126,618
Third Party Payments	22,208,657	22,208,657	22,041,408
Transfer Payments	1,471,000	1,471,000	1,570,642
Transport Related	4,328,553	4,013,931	4,013,931
Expenditure	136,230,327	141,285,259	142,239,392
Customer & Client Receipts	(81,617,900)	(82,442,886)	(83,655,042)
Government Grants	(2,224,331)	(2,224,331)	(2,224,331)
Other Grants, Reimbursements	(1,110,576)	(1,111,253)	(1,112,580)
Income	(84,952,807)	(85,778,470)	(86,991,953)
Customer and Place Total	51,277,520	55,506,789	55,247,439

Public Health			
Directorate Breakdown	2022/23 Original Budget	2022/23 Current Budget	2023/24 Proposed Budget
Employee Related	2,134,220	2,739,448	2,739,449
Secondary Recharges	3,299,000	3,299,000	3,299,000
Supplies/Services	171,634	157,634	157,634
Third Party Payments	13,420,637	12,768,173	14,228,827
Transport Related	1,215	1,215	1,215
Expenditure	19,026,706	18,965,470	20,426,124
Customer & Client Receipts	(70,000)	(70,000)	(70,000)
Income	(70,000)	(70,000)	(70,000)
Public Health	18,956,706	18,895,470	20,356,124

Strategy and Resources			
Directorate Breakdown	2022/23 Original Budget	2022/23 Current Budget	2023/24 Proposed Budget
Capital Financing	20,078,048	17,780,052	12,655,611
Employee Related	13,635,350	12,883,515	12,457,264
Secondary Recharges	(1,788,120)	(1,788,120)	(1,852,820)
Supplies/Services	19,746,338	19,857,400	26,418,039
Third Party Payments	10,323,686	10,845,910	12,944,766
Transfer Payments	200,140,907	200,141,418	200,141,418
Expenditure	262,136,209	259,720,175	262,764,278
Customer & Client Receipts	(2,784,000)	(2,784,000)	(2,906,400)
Government Grants	(195,539,350)	(195,539,350)	(195,539,350)
Other Grants, Reimbursements	(3,148,513)	(3,148,513)	(3,148,513)
Income	(201,471,863)	(201,471,863)	(201,594,263)
Strategy and Resources	60,664,346	58,248,312	61,170,015
<i>Total Pay inflation to be allocated to services</i>	2,727,000	0	4,460,822
<i>Total Non-Pay inflation to be allocated to services</i>	7,443,000	0	13,283,740
Strategy and Resources - Revised Total	70,834,346	58,248,312	78,914,576
Total Service Net Expenditure Budget	336,592,022	336,380,370	369,686,186

Revenue Budget - Council Tax Summary Information

Property values (Based on 1 April 1991 valuations)	2022/23 Rate (£)	2023/24 Rate (£)	2023/24 Tax Yield £
Band A: Up to £40,000	1,164.20	1,224.11	3,191,634
Band B: Over £40,000 & Up To £52,000	1,358.23	1,428.12	8,545,456
Band C: Over £52,000 & Up To £68,000	1,552.26	1,632.14	37,384,428
Band D: Over £68,000 & Up To £88,000	1,746.29	1,836.16	57,940,851
Band E: Over £88,000 & Up To £120,000	2,134.36	2,244.20	63,844,101
Band F: Over £120,000 & Up To £160,000	2,522.42	2,652.23	48,253,002
Band G: Over £160,000 & Up To £320,000	2,910.49	3,060.27	46,824,059
Band H: Over £320,000	3,492.59	3,672.32	15,084,091
Total			281,067,622

	2022/23	2023/24	2023/24
Band D Equivalents	Band D	Band D	Tax Yield £
	Equivalents	Equivalents	
Total Properties	180,654	182,427	334,965,772
Exemptions, disabled relief, discounts and premiums	(15,904)	(16,294)	(29,917,449)
Ministry of Defence Contributions	4	4	7,345
Council Tax Support Scheme Discount	(14,741)	(14,457)	(26,544,516)
Adjustments (projections):			
New properties	3,117	4,635	8,511,043
Exemptions (Students)*	0	(119)	(218,503)
Non-collection @ 2.0%	(2,297)	(3,124)	(5,736,069)
Total Council Tax Base and Yield (£)	150,834	153,073	281,067,622

*Students exemptions were not adjusted for in 2022/23 due to a reduction in numbers at Middlesex University of over 1,000 in Oct/Nov 21 and the impact of the Omicron wave

Revenue Budget - Council Tax Requirement Summary			
Council Tax Requirement Summary	2022/23 Original	2022/23 Current	2023/24 Original
	£	£	£
Total Service Expenditure	336,592,022	336,380,372	369,686,186
Contribution to / (from) Specific Reserves	0	0	0
Net Expenditure	336,592,022	336,380,372	369,686,186
Other Grants	(60,985,325)	(60,773,674)	(66,204,554)
Budget Requirement	275,606,697	275,606,698	303,481,632
Business Rates Retention	(42,825,304)	(42,825,305)	(57,278,212)
Business rates top-up	(19,731,211)	(19,731,211)	(22,132,016)
Business Rates & authority pool income	(2,800,000)	(2,800,000)	(1,700,000)
Business Rates Income	(65,356,516)	(65,356,516)	(81,110,228)
RSG	(6,518,401)	(6,518,401)	(7,758,994)
Barnet's Element of Council Tax Requirement	203,731,781	203,731,781	214,612,410
Greater London Authority – Precept	59,668,313	59,668,313	66,455,212
Total Council Tax Requirement	263,400,094	263,400,094	281,067,622

Components of Band D Council Tax Rate (£)	2022/23	2023/24	Change
Mayors Office for Policing and Crime	277.13	292.13	5.41%
London Fire & Emergency Planning Authority and Mayor, Administration, Transport for London, Olympic Games and Boroughs' Collection Fund balances.	118.46	142.01	19.88%
GLA Precept	395.59	434.14	9.74%
London Borough of Barnet	1,350.70	1,402.02	3.80%
Total Council Tax Rate (£) Band D Equivalent	1,746.29	1,836.16	5.15%

Budget Summary and Forward Plan					
Adults and Health		2023/24 £	2024/25 £	2025/26 £	2026/27 £
Original Budget		122,724,209	131,913,061	133,821,770	137,079,345
Savings	Extra Care development of fully integrated service for older people to rent, offering a wide range of services as an alternative to more expensive residential care. Proposed scheme of 50 units based with 50% high needs, 25% medium needs and 25% low needs. Saving is modelled on a 10K saving per person per year, based on the difference between the costs of residential care and extra-care. Saving will be achieved if the scheme is targeted at those who would otherwise have their needs met by residential care.	(100,000)	(70,000)	0	0
	Plans are in place to develop a third Extra-Care Housing scheme at Cheshir House, with 75 units. Current savings projections are based on conservative assumptions using evidence from the first scheme.	0	(210,000)	0	0
	This is a continuation of a saving based on the principle of 'progression', which is that each person with a learning disability has the potential to increase independence if they are given the appropriate care and support. Working with people who use care and support services to be more independent and where appropriate to be supported with less intensive forms of support. This includes using more evidence based approaches to commissioning placements and assistive technology to support adults in supported living settings.	(500,000)	(150,000)	0	0
	The saving is based on Prevention Co-coordinators working with more people at the first point of contact for adults requesting care and support (the 'Front Door'), to delay the development of care needs and ensure that preventative / alternative options to formal care are fully considered and utilised.	(200,000)	(200,000)	0	0
	This is a saving based on the principle of 'progression', which is that each person with a Mental Health need has the potential to increase independence if they are given the appropriate care and support. Working with people who use care and support services to be more independent and where appropriate to be supported with less intensive forms of support. This includes using more evidence based approaches to commissioning placements.	(200,000)	(200,000)	0	0
	The work of the debt project will support residents to increase recovery rates, including through default direct debit set up to make payment easier.	(100,000)	0	0	0
	A new Council wide carved employment scheme to provide a useful step on the work undertaken by BOOST. Promotes independence and reduces need for more traditional day services and their associated costs. DEPENDENCY – Creation of a council wide carved employment scheme which provides 15 job opportunities over first two years. We are ambitious about this and want to bring this to the Barnet Partnership Board to roll out across partnership organisations. This is a cost avoidance saving based on lower use of day services as a result of employment.	(30,000)	(60,000)	0	0
	Increased joint working with housing to increase access to settled social housing tenancies for adults who require care and support. This is a cost avoidance saving.	(75,000)	(150,000)	0	0
	Alternative commissioning arrangements for legal services for adult social care.	0	0	0	0
Savings Total		(1,205,000)	(1,040,000)	0	0
	Maximising income against current agreements for Continuing Health Care. Based on process improvements, exploring opportunities to update arrangements if any opportunities are being missed. This is also based on a 2.8% increase in numbers of people coming forward for support, this is a proportionate increase. This links to the demographic growth pressure.	(1,100,000)	(100,000)	0	0

Adults and Health		2023/24 £	2024/25 £	2025/26 £	2026/27 £
Income generation	Working with our leisure services provider to maximise the VAT efficiency of their contract and service, with the Council benefitting from the saving.	(184,000)	0	0	0
	Over-delivery against projected income from the GLL leisure services contract	(258,000)	0	0	0
	Delivery of West Hendon Playing Fields Masterplan, Progress with Royal Institute of British Architects (RIBA) .The stages will include professional fees required to deliver planning consent; including but not limited to site surveys and investigations, multi disciplinary design team, project management, cost consultancy, civil and structural engineering and planning fees. Potential phased development of proposal would return savings from prioritised facilities. Saving is predicated on securing capital investment to deliver financial benefit. Detail will be presented in the Outline Business Case to be presented to Committee for approval.	0	(200,000)	0	0
	Introduction of semi-permanent café buildings at five sites within the Borough, generating revenue through lease arrangements. Purchase and installation of five cafes at £150k each, funded by ten-year loan. First year surplus estimated at £24k for five sites, allowing for loan repayment and interest. Saving is predicated on securing capital investment to deliver financial benefit.	(24,000)	(24,000)	0	0
	Improvement plan for tennis delivery and facilities within Barnet. Introduction of booking system and programme of investment in facilities, with the intention of establishing sustainable, revenue-generating model. Saving is predicated on securing capital investment to deliver financial benefit, detail will be outlined in the Business Case.	(38,000)	(37,000)	0	0
	Consideration as to the possibility of establishing a trading arm for trees service, offering tree management and policy services to neighbouring local authorities as a commercial enterprise. Initial investment required to confirm feasibility and approach to matters including legal, governance and resources required.	(20,000)	(20,000)	0	0
	Under the Environment Act 2021, all planning permissions granted in England (with a few exemptions) will have to deliver at least 10% biodiversity net gain, expected to be in November 2023. BNG will be measured using Defra's biodiversity metric and habitats will need to be secured for at least 30 years. Improvements can be delivered on site (in Borough) or off site (out of Borough), purchased through a statutory biodiversity credits scheme.	(12,000)	(12,000)	(12,000)	0
Income Generation Total	(1,636,000)	(393,000)	(12,000)	0	
Pressures	Increasing Demographic (1) - estimated cost of the continued upward movement in service user core activity	1,683,060	1,683,060	1,683,060	1,683,060
	Mortuary Service	71,500	78,650	86,515	0
	Leisure - pressure relating to a reduction in expected income levels as a direct consequence of the pandemic and related disruption to the leisure industry.	1,000,000	0	0	0
	Increasing demographic (2) Estimated increase in unit cost of the expected increase in activity, reflects the more complex nature of services being commissioned.	1,500,000	1,500,000	1,500,000	1,500,000
	ASC Reform costs (£1m workforce and £2m fair cost of care)	3,000,000	0	0	0
	Adults Placements full year effect of 22/23 activity and unit cost increase	4,592,000	0	0	0
	Parks and open spaces maintenance	79,000	50,000	0	0
	Playground Maintenance	55,000	30,000	0	0
	Application process for all Events in Parks.	45,000	30,000	0	0
Business Rates Revaluations	4,292	0	0	0	
Pressures Total	12,029,851	3,341,710	3,269,575	3,183,060	
Budget	131,913,061	133,821,770	137,079,345	140,262,404	

Adults and Health

	Original Estimate 2022/23	Current Estimate 2022/23	Original Estimate 2023/24
ASC Prevention Services	2,708,507	2,563,213	2,563,213
A&H Prevention Services	2,708,507	2,563,213	2,563,213
ASC Workforce	17,656,875	19,055,532	19,055,533
A&H Workforce	17,656,875	19,055,532	19,055,533
Integrated Care - Learning Disabilities	30,782,271	29,964,713	29,434,713
Integrated care - Mental Health	10,398,597	9,363,065	9,163,065
Integrated Care - Older Adults	39,381,645	43,120,890	49,320,950
Integrated Care - Physical Disabilities	9,837,377	10,639,590	10,639,590
Social Care 18-25	0	0	7,213,683
Strategic Commissioning	90,399,890	93,088,258	105,772,001
Leisure, Sports and Physical Activity	(1,735,293)	(1,596,577)	(1,038,577)
Leisure, Sports and Physical Activity	(1,735,293)	(1,596,577)	(1,038,577)
Green Spaces & Leisure	1,607,556	1,651,554	1,740,846
Green Spaces & Leisure	1,607,556	1,651,554	1,740,846
Mortuary	568,545	568,545	640,045
Mortuary	568,545	568,545	640,045
Adults transformation programme	0	180,000	3,180,000
Adults transformation programme	0	180,000	3,180,000
Adults and Health	111,206,080	115,510,525	131,913,061

Budget Summary and Forward Plan					
Assurance		2023/24 £	2024/25 £	2025/26 £	2026/27 £
Original Budget		9,526,980	9,519,980	9,459,980	9,434,980
Savings	Explore savings opportunities through Governance Team restructure moving into Cabinet system.	0	(60,000)	0	0
	Explore possible savings in the Mayors Officer through Car Leasing arrangements.	(15,000)	0	0	0
Total Savings		(15,000)	(60,000)	0	0
Income Generation	Opportunities for phased increase in income through re negotiating Proceeds of Crime (POCA) gain-share arrangements with other Local Authorities and partners.	0	0	(50,000)	(50,000)
	Use Cross Council Assurance Service (CCAS) levy income to fund Internal Audit posts.	(40,000)	0	0	0
	Increase Cross Council Assurance Service (CCAS) levy income by moving to multi-supplier framework when contract is re-procured.	0	0	(25,000)	0
Total Income Generation		(40,000)	0	(25,000)	0
Pressures	New Electoral Services staffing structure to comply with new Elections Act requirements upon ERO (subject to possible insufficient funding from DLUHC)	48,000	0	0	0
Total Pressures		48,000	0	0	0
Budget		9,519,980	9,459,980	9,434,980	9,434,980

Assurance

	Original Estimate 2022/23	Current Estimate 2022/23	Original Estimate 2023/24
Assurance & Business Development	875,219	924,513	924,513
Counter Fraud Operations	1,126,658	290,389	290,389
Electoral Service	777,139	836,792	884,792
Governance	2,200,527	2,158,690	2,143,691
Internal Audit	385,460	407,226	367,226
Community Safety	839,995	2,249,322	2,249,322
Assurance Management	861,724	980,924	980,924
Organisational Resilience	1,346,400	1,412,165	1,412,165
Assurance	8,413,122	9,260,021	9,253,022
Legal Advice and Monitoring	11,000	266,959	266,958
Legal Advice and Monitoring	11,000	266,959	266,958
Assurance	8,424,122	9,526,980	9,519,980

Budget Summary and Forward Plan					
Children's Family Services		2023/24 £	2024/25 £	2025/26 £	2026/27 £
Original Budget		71,478,607	73,735,006	73,962,156	74,750,306
Savings	In line with the Public Law Outline review, increase the use of pre-proceedings to address recognised needs and reduce the number of families going to court, which will reduce costs.	(50,000)	0	0	0
	North London Adoption RAA - negotiate reduced contribution	0	(300,000)	0	0
	Increase income generation in BELS through selling more services to schools.	(80,000)	0	0	0
	Barnet Early Years Alliance (BEYA) to start paying the £80k lease for St Margaret's from Early Years funding which previously the Council has been paying. This saving will only be taken forward if the increase in government funding to Maintained Nursery Schools, which has recently been consulted on, goes ahead.	(80,000)	0	0	0
	Use DSG High Needs block for e.g. increased contribution to placements or other LA funded service that can legitimately be funded by DSG. Modelling work still needs to be done.	(300,000)	0	0	0
Reduce the pressure on SEN Transport through e.g. multi pick up points		0	(200,000)	(200,000)	(200,000)
Total Savings		(510,000)	(500,000)	(200,000)	(200,000)
Income Generation	Additional income generated through the new Parenting Hub	(150,000)	0	0	0
	Remodelling of contact centre to increase income generation by selling to other local authorities	0	(150,000)	(200,000)	0
	Following Covid impact on income, move to full cost recovery for Traded Services, DofE and Finchley Youth Theatre in 23/24 and Newstead and Greentops in 24/25, as well as identifying other traded services income opportunities.	(124,000)	(311,000)	0	0
Total Income Generation		(274,000)	(461,000)	(200,000)	0
The Troubled Families reserve, which delivered a saving in previous years, has been fully used.		207,350	0	0	0
Home to school transport cost pressure as a result of rising Education and Health Care Plans		507,650	507,650	507,650	507,650

Children's Family Services		2023/24 £	2024/25 £	2025/26 £	2026/27 £
Pressures	<p>11502 : Respite & Home Support Pressures in costs and numbers of young people supported. ' - Since 2019-20, the Respite and Home Support budget has remained static at £266,316, at which point this was sufficient to cover costs and activity levels. However, since then providers have increased costs and families have come under increased pressure and need for respite. - In 2019-20 we supported 29 young people at an average cost of £8.5k over the year. In 2021-22 we supported 46 young people at an average cost of £11.2k, which resulted in a £295k overspend. It is forecast that costs and activity will continue at similar levels. - The service are working on mitigations to reduce packages of care through a more effective disabilities resources panel and looking at different ways to commission, however there are statutory limits to reductions that can be made. - The bid is equal to the forecast overspend for 2022-23.</p>	295,000	295,000	295,000	295,000
	<p>18+ UASC Provider costs and activity levels in excess of funding available.</p>	219,000	0	0	0
	<p>10549 : Ext Residential Care Pressures in costs of high cost placements. ' - Gross expenditure has increased by £1.95m since 2018-19, but income from DSG and Tripartite agreements has only increased by £1.1m. - After a £1.9m increase to the budget in 19-20, the budget was reduced again by £0.6m - Numbers of young people in external residential placement have increased by 11% (5) from 2018-19 and average cost per young person have increased by £22.9k per year to £161.5k. - Work is ongoing to mitigate high costs through high cost placement reviews, using more internal placements where possible, working with commissioning to find better value for money, and working with Health and Education partners to increase Tripartite contributions where eligible. - The significant pressure is the consistent increase in weekly rates being charged by external providers. A recent CMA report found that providers have a disproportionate power in the market due to low placement sufficiency and high demand. There are no current mechanisms in place from central government or OFSTED, putting a major pressure on external providers to reduce costs and profits. - The bid of £400k is requested based on the 19-20 budget, less £200k to be met by the above mitigations.</p>	200,000	200,000	200,000	200,000
	<p>10550 : Indp Fostering Agency's Placement sufficiency pressures and activity increases.</p>	356,000	0	0	0
	<p>Rate increase for payments to Children's Centres, 6 of 11 attached to schools. Rate increase of 20% to cover increase in utilities, service charges, rents etc. as well as general running of the centres. Big drive around early years, need to increase Fee2 numbers.</p>	223,527	0	0	0

Children's Family Services		2023/24	2024/25	2025/26	2026/27
		£	£	£	£
	ISS School Catering - contract extension / renegotiation.	165,000	0	0	200,000
	Additional capacity to support children with Special Educational needs. The increase in numbers of pupils with EHCPs has continued.	248,000	0	0	0
	11076 : Resid Ord & Sp G'ship Cohort size increases. ' - The gross cost of Special Guardianship placements has increased £190k (12%) from 2018-19 to 2021-22 and the number of young people in SGO arrangements has increased by 15 (7%). - The service has reported an increase in court-ordered SGO arrangements, particularly for younger children, with an associated expectation of longer placements than the previous cohort. - The bid is based on the 2021-22 overspend plus a conservative estimate of 2 more SGOs, costed at the average reported in 21-22.	185,500	185,500	185,500	185,500
	11138 : Short Breaks Activity increases	390,347	0	0	0
	Business Rates Revaluations	43,025	0	0	0
Total Pressures		3,040,399	1,188,150	1,188,150	1,388,150
Budget		73,735,006	73,962,156	74,750,306	75,938,456

Childrens Family Services

	Original Estimate 2022/23	Current Estimate 2022/23	Original Estimate 2023/24
Assessmnt, Intervntion&Planning	8,947,871	10,197,521	9,177,461
Clinical Services	1,371,193	1,971,934	1,545,054
CSC 18-25	8,823,963	6,736,213	300,000
Permanence, Transitions & Corporate	3,224,704	3,739,832	3,421,248
Parenting			
Placements	19,981,525	21,364,084	21,524,500
Safeguarding, QA & Work force Development	3,044,796	3,175,513	3,219,191
Social Care Management	1,352,552	1,329,111	1,375,641
Children's Homes	2,217,816	2,359,864	2,326,817
Leaving Care	1,577,012	862,012	1,796,012
Children with disabilities	3,163,124	3,604,350	3,494,611
YOT, Risk and Vulnerability	2,916,501	2,916,085	3,075,055
Adolescents & adults at risk	413	271,775	413
Children's Social Care	56,621,470	58,528,294	51,256,003
Central Education (Commissioning)	139,690	111,527	144,702
Comms, Complaints & Business Support	1,561,764	1,577,532	1,680,034
Commissioning	1,259,805	1,504,414	1,375,146
Early Help 0-19	5,125,172	5,684,005	5,739,201
Education Skills	5,807,827	6,547,270	7,408,756
Libraries	3,791,340	4,164,311	4,206,488
Partnership and Voice of Child	130,711	152,640	140,922
Performance Improvement & Customer Engagement	1,294,476	1,310,162	1,364,228
Early Intervention & Prevention	19,110,785	21,051,861	22,059,477
Family Services Management	160,993	(887,861)	419,527
Family Services Management	160,993	(887,861)	419,527
Children's Family Services	75,893,248	78,692,294	73,735,006

Budget Summary and Forward Plan

Customer and Place		2023/24	2024/25	2025/26	2026/27
		£	£	£	£
Original Budget		55,406,786	55,247,439	52,858,901	53,005,779
Savings	Review of Estates running costs to identify efficiencies.	(303,500)	0	0	0
	Reduce the Sustainability team budget	(100,000)	0	0	0
	Reduce the frequency of contracted cleaning at council offices	(115,000)	0	0	0
	Eliminate Street Scene re-charges	(5,480)	0	0	0
	Commercial team - partnership (cost of clienting major contracts)	0	(80,000)	0	0
	Customer Services & Digital: Centralisation of the IT estate	(100,000)	0	0	0
	Targeted efficiencies across the Performance, Programmes and Risk service	0	(110,000)	0	0
	Build 87 new council homes for rent on top of existing council housing blocks. Savings achieved as these homes will provide a cheaper alternative to temporary accommodation.	0	(278,000)	0	0
	Buyback of properties through GLA Buyback grant, which the council will use for temporary accommodation.	(95,000)	(22,000)	0	0
	The Modular Homes programme will increase the council's housing supply and result in Temporary Accommodation cost avoidance savings.	0	(50,000)	0	0
	500 additional acquisitions of properties for use as affordable temporary accommodation by Open Door Homes supported by Loan from Council, as a cheaper alternative to existing temporary arrangements which utilise the private rented sector.	(435,000)	(418,000)	0	0
	The delivery of 52 homes on Hermitage Lane, of which 15 will be affordable and available for letting to Barnet housing applicants. Provision of this affordable supply will result in increased temporary accommodation cost avoidance.	0	(48,000)	0	0
	The delivery of 250 homes across 3 schemes. Units will be funded through Housing Revenue Account borrowing and delivered in 2023/24 and 2024/25. Provision of this affordable supply will result in increased temporary accommodation cost avoidance and a general fund benefit.	0	(320,000)	(160,000)	0
	Additional 72 homes for affordable rent built by Open Door Homes. Savings Achieved as these homes will provide a cheaper alternative to temporary accommodation and Open Door Homes will pay a premium to the council for each property.	0	(209,000)	(23,000)	0
	Review of prior year pressures bid for the kick start of Feasibility studies, considering bringing forward sites for new regen schemes. Budget no longer required as alternative funding has been identified.	(59,500)	(120,000)	0	0
Efficiencies from insourcing Estates function	0	(80,000)	0	0	

Customer and Place		2023/24 £	2024/25 £	2025/26 £	2026/27 £
	Review of the Estates service budget, has identified efficiencies in the legal budgets which can provide additional savings..	(100,000)	0	0	0
	Review of the winter maintenance routes and rounds with the move to new depot facilities. Potential to reduce by 2 rounds from the current configuration and remain statutory compliant	(50,000)	(50,000)	0	0
	Reduction in Highways and Transportation Management Budget with the reduction in the clienting function as services transfer back into the councils control.	(194,000)	0	0	0
	Stop/reduce weed spray treatments across Borough. It is expected that 3 treatments per annum should be sufficient as supported by scheduled street cleaning (minimum 2 deep cleans per year / alternate side cleansing delivered to all residential roads)	(37,000)	0	0	0
	Parking - A review of services and policies to ensure a consistent, fair approach to improving traffic, highway air quality and road safety. Meeting existing unaddressed needs and demands on the highway.	(750,000)	(750,000)	0	0
	Expansion of Damage to Highways service based upon successful delivery model currently delivered in one third of the borough. Expansion of the delivery model will require additional resources - on site inspector and back office administration.	(50,000)	(50,000)	0	0
	Stop/reduce pleasant parks littering activity	(169,000)	(124,000)	0	0
Total Savings		(2,563,480)	(2,709,000)	(183,000)	0
	Solar panels – To accelerate de-carbonisation and either sell energy back to grid or offset existing council energy bills.	0	(50,000)	(100,000)	0
	Registrars income increase. 2021/22 is forecasted to see a £0.200m increase due to a backlog of services post-pandemic. 2022/23 will require additional investment in the town hall (carpets, paint etc.) and promotion. Current plans aim to achieve increased targets for weddings. (*2)	(75,000)	0	0	0
	Income received as dividends on completed affordable homes on Hermitage Lane, of which 15 will be affordable and available for letting to Barnet housing applicants	(30,000)	0	0	0
	Income received as dividends on completion of the additional 72 homes for affordable rent built by Open Door Homes.	0	(130,000)	(14,000)	0
	Income received as dividends on completed affordable homes delivered by Opendoor Homes	(71,000)	0	0	0
	Increased income from room rental and Hendon Town Hall and the Colindale office through improvements and quality of office space; additional income from Staff parking and opportunities to generate advertising income on council properties, on non-highways Land.	(13,000)	0	0	0

Customer and Place		2023/24 £	2024/25 £	2025/26 £	2026/27 £
Income Generation	Additional income from the existing commercial portfolio, including new lettings and rent reviews.	(40,000)	(45,000)	(25,000)	(20,000)
	Income generation from 500+ EV charge points installed in residential roads.	186,000	71,000	(126,000)	(310,000)
	Commercial income generation pilot - Grounds Maintenance & Street Cleansing	(15,000)	(17,000)	(20,000)	(30,000)
	Letting out an additional floor of the Colindale office.	0	(323,000)	0	0
	Improved Management of Skips placed on the Public Highway - Utilise available legislation to better manage the safety impact of skips being placed on the Public Highway, including ensuring that all skips placed have been approved with appropriate Licences and that such licence conditions are fully compliant. Whilst there will be costs involved in increased resources to monitor this activity there are also mechanisms within the legislation to recover costs where non-compliance is evident. Currently a low level of compliance is occurring and this raises safety concerns for all highway users and therefore increased focus in this area will be beneficial for all. This will be reported under Matt Lang and will not be part of Street Scene targets.	(50,000)	(25,000)	0	0
	Introduction of a "Green Claims" insurance reclaim model in cooperation with the central insurance team. Currently the council is configured to defend insurance claims from third parties as a result of an alleged incident on the councils land e.g. slips / trips falls etc., these are called "Red Claims". There is a proven industry model that the council can deploy to seek recovery of costs from third parties where they have damaged council property, the Highways and Insurance teams have been trialing this approach in 2022. The proposal is to formalise this approach to pursue cost recovery by third parties on the network	(50,000)	(75,000)	0	0
Total Income Generation		(158,000)	(154,000)	(265,000)	(330,000)
Pressures	Re - Highways Decapitalisation	500,000	0	0	0
	Housing General Fund - Temporary Accommodation (Current change notices and TA support required)	123,544	94,098	75,246	0
	TA Landlord incentives - current package is not competitive enough and is reducing supply of suitable homes for TA who can then be taken off LBB TA responsibility as they transfer to private leasehold	99,642	25,533	25,926	26,327
	TA costs - increase from offering increased TA rate to landlord to ensure supply of suitable TA or alternative would be use of more costly hotels. The estimate allows for demand to increase from current levels and increase in costs.	362,751	200,832	58,706	0
	Capital Betterment Lump Sum – moving to revenue – funded through reserves in 2022/23 – moving to fully revenue in 23/24 - £100,000 is the final shortfall element to be covered through revenue.	100,000	0	0	0
	Growth in number of properties and household waste collection	170,000	0	170,000	0
	Town Keeper x 1.5 - To cover West Hendon and Hendon to cover the redeployment within the area.	80,000	0	0	0

Customer and Place		2023/24	2024/25	2025/26	2026/27
		£	£	£	£
	Loss of income due to Highways responsive works transferred to Tarmac Kere by RE, resulting in at least £0.350m income at risk of which £0.150m is to be achieved by increase in flexi pave work, resulting in pressure of £0.200m.	200,000	0	0	0
	Increase in energy prices for 2023/24. This includes a 40% increase in electricity and 100% increase in Gas prices.	495,773	0	0	0
	Leasing in a property to deliver the Barnet Food Hub	100,000	0	0	0
	Business Rates Revaluations	330,423	0	0	0
Pressures Total		2,562,133	320,462	329,878	2,562,133
Budget		55,247,439	52,858,901	53,005,779	55,567,911

Customer and Place

	Original Estimate 2022/23	Current Estimate 2022/23	Original Estimate 2023/24
Environment Management	1,485,282	1,496,140	1,496,140
Highways and Transport Management	529,985	394,228	200,228
Environment Management	2,015,267	1,890,368	1,696,368
Commercial Services Streetscene	(2,137,671)	(2,112,882)	(2,127,882)
Fleet and Transport	881,349	1,565,376	1,565,376
Ground Maintenance (Front line)	3,196,790	3,342,130	3,173,130
Management and Service Support	880,760	1,550,787	1,550,787
Street Cleansing (Front Line)	5,022,334	5,376,494	5,419,494
Street Scene Management	1,319,705	1,056,965	1,056,966
Waste (Front Line)	7,440,521	7,820,444	7,940,443
Smarter Cities	(25,000)	7,017	193,017
Advertising	(314,000)	(314,000)	(314,000)
Streetscene	16,264,788	18,292,331	18,457,331
Highway Inspection/Maintenance	773,538	825,092	975,091
Parking	(373,240)	(365,659)	(365,659)
Street Lighting	6,640,852	7,098,968	7,098,967
Transportation and Highways	7,041,150	7,558,401	7,708,400
Special Parking Account	(13,882,645)	(13,314,965)	(14,114,965)
Special Parking Account	(13,882,645)	(13,314,965)	(14,114,965)
Commercial Management	907,023	795,551	795,551
Customer Services & Digital	1,224,221	1,284,606	1,109,606
Programmes, Performance & Risk	830,069	881,567	881,567
Commercial and ICT	2,961,313	2,961,724	2,786,724
CSG Managed Budget	3,766,070	4,233,678	4,682,893
CSG Management Fee	22,047,010	22,046,101	21,946,101
Customer Support Group	25,813,080	26,279,779	26,628,994
Re Managed Budgets	2,647,522	2,874,649	3,424,647
RE Management Fee	17,778,786	18,037,750	19,186,000
Guaranteed Income	(16,351,472)	(16,792,418)	(17,940,668)
RE	4,074,836	4,119,981	4,669,980
Deputy Chief Executive	867,090	885,423	885,423
Deputy Chief Executive	867,090	885,423	885,423
Employment Skills & Ec Dev	626,132	674,509	674,509
Estates	1,445,308	1,494,002	1,394,002
Growth and Housing	721,433	765,097	705,597
Housing Strategy	5,343,000	5,343,032	5,297,969
Brent Cross Revenue	(2,013,232)	(1,988,124)	(1,988,124)
Transformation Programme - DCE	0	43,955	43,955
Growth and Development	6,122,641	6,332,471	6,127,908
Sustainability	0	501,276	401,276
Sustainability	0	501,276	401,276
Customer and Place	51,277,520	55,506,789	55,247,439

Budget Summary and Forward Plan				
Public Health	2023/24 £	2024/25 £	2025/26 £	2026/27 £
Original Budget	18,895,471	20,356,124	20,356,124	20,356,124
Grossing up of grants Public Health Grant	1,460,654			
Grossing up of grants total	1,460,654	0	0	0
Budget	20,356,124	20,356,124	20,356,124	20,356,124

Public Health

	Original Estimate 2022/23	Current Estimate 2022/23	Original Estimate 2023/24
Public Health	18,956,706	18,895,470	20,356,124
Public Health	18,956,706	18,895,470	20,356,124
Public Health	18,956,706	18,895,470	20,356,124

Budget Summary and Forward Plan					
Strategy and Resources		2023/24 £	2024/25 £	2025/26 £	2026/27 £
Original Budget		58,348,312	78,914,576	99,480,702	114,354,639
Savings	Payments from the budget put aside for the Teachers early retirement fund are starting to reduce, this saving reflects the reduction in cost against budget.	(200,000)	(85,000)	0	0
	Re-baseline of levies, post Covid, based on actuals trend; including a provision for future estimated cost increases, has resulted in a budget surplus being offered as a saving	(88,900)	(6,500)	0	0
	Reduction in budget to factor in actual spend in HR	(13,000)	0	0	0
Total Savings		(301,900)	(91,500)	0	0
Income Generation	Increase in treasury income via better investment options and improvements in capital forecasting - net as expected new actuals against budget	(235,000)	0	0	0
	Increased recovery of housing benefit overpayments	(122,400)	0	0	0
	Income generation - additional charge to the pension fund including overheads	(64,700)	0	0	0
	Deletion of budgets relating to specialist finance advice. As the finance transformation process has evolved, reliance of specialist advice is less relied on. This reduction in budget is consistent with actuals.	(192,040)	0	0	0
	Saracens Loan interest and ODH Loan interest receivable (Resources)	(3,881,000)	(500,000)	0	0
Total Income Generation		(4,495,140)	0	0	0
Other Changes	Total Pay inflation to be allocated to services	4,460,822	4,639,254	2,412,412	2,460,661
	Total Non-Pay inflation to be allocated to services	13,283,740	7,443,743	2,903,060	3,732,367
	North London Waste Authority levy	500,000	1,500,000	1,500,000	1,500,000
	Contingency	7,089,580	5,000,000	5,000,000	5,000,000
	Concessionary Fares (Freedom Pass)	1,598,856	850,261	850,261	0
	Capital Financing (Minimum Revenue Provision)	(1,569,693)	1,224,366	2,208,203	1,215,823
Total		25,363,304	20,657,625	14,873,937	13,908,850
Budget		78,914,576	99,480,702	114,354,639	128,263,489

Strategy and Resources

	Original Estimate 2022/23	Current Estimate 2022/23	Original Estimate 2023/24
Finance	3,363,983	3,674,402	12,736,138
Revs & Bens	(60,102)	(60,102)	(182,502)
Grants	29,001	29,001	29,001
Central Expenses	7,913,520	4,829,095	4,665,087
Levies and Capital Financing	44,999,545	45,071,769	39,372,076
Finance	56,245,947	53,544,165	56,619,800
Human Resources	2,021,978	2,211,113	2,128,219
Human Resources	2,021,978	2,211,113	2,128,219
Strategy & Communications	2,396,421	2,493,034	2,421,995
Strategy & Communications	2,396,421	2,493,034	2,421,995
Total Pay inflation to be allocated to services	2,727,000	0	4,460,822
Total Non-Pay inflation to be allocated to services	7,443,000	0	13,283,740
Inflation	10,170,000	0	17,744,561
Strategy and Resources	70,834,346	58,248,307	78,914,576

Total Pressures					
Department	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	Total £'000
Adults & Health	12,030	6,372	3,270	3,183	24,854
Assurance	48	-	-	-	48
Children and Family Services	3,040	1,188	1,188	1,388	6,805
Customer & Place	2,562	320	330	26	3,239
Strategy & Resources	-	-	-	-	-
Total Pressures	17,680	7,880	4,788	4,598	34,946

Department	Theme Committee	Service	Description	2023/24 (£'000)	2024/25 (£'000)	2025/26 (£'000)	2026/27 (£'000)	Total (£'000)
Adults & Health	Environment and Climate Change	Environment Management	Mortuary Service	72	79	87	0	237
Adults & Health	Adults & Safeguarding	Integrated Care - Older Adults	Increasing Demographic (1) - estimated cost of the continued upward movement in service user core activity	1,683	1,683	1,683	1,683	6,732
Adults & Health	Adults & Safeguarding	Leisure, Sports and Physical Activity	Leisure - pressure relating to a reduction in expected income levels as a direct consequence of the pandemic and related disruption to the leisure industry.	1,000	0	0	0	1,000
Adults & Health	Adults & Safeguarding	Placements	Increasing demographic (2) Estimated increase in unit cost of the expected increase in activity, reflects the more complex nature of services being commissioned.	1,500	1,500	1,500	1,500	6,000
Adults & Health	Adults & Safeguarding	Placements	Adults Placements full year effect of 22/23 activity and unit cost increase	4,592	0	0	0	4,592
Adults & Health	Adults & Safeguarding	Workforce	ASC Cap on Care pressure	0	3,000	0	0	3,000
Adults & Health	Adults & Safeguarding	Workforce/Placements	ASC Reform costs (£1m workforce and £2m fair cost of care)	3,000	0	0	0	3,000
Adults & Health	Environment and Climate Change	Greenspaces and Leisure	Parks and open spaces maintenance	79	50	0	0	129
Adults & Health	Environment and Climate Change	Greenspaces and Leisure	Playground Maintenance	55	30	0	0	85
Adults & Health	Environment and Climate Change	Greenspaces and Leisure	Application process for all Events in Parks.	45	30	0	0	75
Adults & Health	Environment and Climate Change	Greenspaces and Leisure	Impact of Business Rates Revaluations	4	0	0	0	4
Adults & Health Total				12,030	6,372	3,270	3,183	24,854

Department	Theme Committee	Service	Description	2023/24 (£'000)	2024/25 (£'000)	2025/26 (£'000)	2026/27 (£'000)	Total (£'000)
Assurance	Policy & Resources	Electoral Services	New Electoral Services staffing structure to comply with new Elections Act requirements upon ERO (subject to possible insufficient funding from DLUHC)	48	0	0		48
Assurance Total				48	0	0	0	48

Service	Description	2023/24 (£'000)	2024/25 (£'000)	2025/26 (£'000)	2026/27 (£'000)	Total (£'000)
Early Help 0-19	The Troubled Families reserve, which delivered a saving in previous years, has been fully used.	207	0	0	0	207
Education Skills	Home to school transport cost pressure as a result of rising Education and Health Care Plans	508	508	508	508	2,031
Children with disabilities	11502 : Respite & Home Support Pressures in costs and numbers of young people supported. ' - Since 2019-20, the Respite and Home Support budget has remained static at £266,316, at which point this was sufficient to cover costs and activity levels. However, since then providers have increased costs and families have come under increased pressure and need for respite. - In 2019-20 we supported 29 young people at an average cost of £8.5k over the year. In 2021-22 we supported 46 young people at an average cost of £11.2k, which resulted in a £295k overspend. It is forecast that costs and activity will continue at similar levels. - The service are working on mitigations to reduce packages of care through a more effective disabilities resources panel and looking at different ways to commission, however there are statutory limits to reductions that can be made. - The bid is equal to the forecast overspend for 2022-23.	295	295	295	295	1,180
Leaving Care	18+ UASC Provider costs and activity levels in excess of funding available.	219	0	0	0	219
Placements	10549 : Ext Residential Care Pressures in costs of high cost placements. ' - Gross expenditure has increased by £1.95m since 2018-19, but income from DSG and Tripartite agreements has only increased by £1.1m. - After a £1.9m increase to the budget in 19-20, the budget was reduced again by £0.6m - Numbers of young people in external residential placement have increased by 11% (5) from 2018-19 and average cost per young person have increased by £22.9k per year to £161.5k. - Work is ongoing to mitigate high costs through high cost placement reviews, using more internal placements where possible, working with commissioning to find better value for money, and working with Health and Education partners to increase Tripartite contributions where eligible. - The significant pressure is the consistent increase in weekly rates being charged by external providers. A recent CMA report found that providers have a disproportionate power in the market due to low placement sufficiency and high demand. There are no current mechanisms in place from central government or OFSTED, putting a major pressure on external providers to reduce costs and profits. - The bid of £400k is requested based on the 19-20 budget, less £200k to be met by the above mitigations.	200	200	200	200	800
Placements	11076 : Resid Ord & Sp G'ship Cohort size increases. ' - The gross cost of Special Guardianship placements has increased £190k (12%) from 2018-19 to 2021-22 and the number of young people in SGO arrangements has increased by 15 (7%). - The service has reported an increase in court-ordered SGO arrangements, particularly for younger children, with an associated expectation of longer placements than the previous cohort. - The bid is based on the 2021-22 overspend plus a conservative estimate of 2 more SGOs, costed at the average reported in 21-22.	186	186	186	186	742
Children with disabilities	11138 : Short Breaks Activity increases	390	0	0	0	390
Placements	10550 : Indp Fostering Agency's Placement sufficiency pressures and activity increases.	356	0	0	0	356
Early Help 0-19	Rate increase for payments to Children's Centres, 6 of 11 attached to schools. Rate increase of 20% to cover increase in utilities, service charges, rents etc. as well as general running of the centres. Big drive around early years, need to increase Fee2 numbers.	224	0	0	0	224
Education, Strategy and Partnership	ISS School Catering - contract extension / renegotiation.	165	0	0	200	365
Education, Strategy and Partnership	Additional capacity to support children with Special Educational needs. The increase in numbers of pupils with EHCPs has continued.	248	0	0	0	248
Education, Strategy and Partnership	Impact of Business Rates Revaluations	43	0	0	0	43
		3,040	1,188	1,188	1,388	6,805

Department	Theme Committee	Service	Description	2023/24 (£'000)	2024/25 (£'000)	2025/26 (£'000)	2026/27 (£'000)	Total (£'000)
Customer & Place	Environment and Climate Change	Highways and Transport Management	Re - Highways Decapitalisation	500	0	0	0	500
Customer & Place	Housing and Growth	Housing Strategy	Housing General Fund - Temporary Accommodation (Current change notices and TA support required)	124	94	75	0	293
Customer & Place	Housing and Growth	Housing General Fund	TA Landlord incentives - current package is not competitive enough and is reducing supply of suitable homes for TA who can then be taken off LBB TA responsibility as they transfer to private leasehold	100	26	26	26	177
Customer & Place	Housing and Growth	Housing General Fund	TA costs - increase from offering increased TA rate to landlord to ensure supply of suitable TA or alternative would be use of more costly hotels. The estimate allows for demand to increase from current levels and increase in costs.	363	201	59	0	622
Customer & Place	Environment and Climate Change	Re Highways Service	Capital Betterment Lump Sum – moving to revenue – funded through reserves in 2022/23 – moving to fully revenue in 23/24 - £100,000 is the final shortfall element to be covered through revenue.	100	0	0	0	100
Customer & Place	Environment and Climate Change	Street Scene	Growth in number of properties and household waste collection	170	0	170	0	340
Customer & Place	Environment and Climate Change	Street Scene	Town Keeper x 1.5 - To cover West Hendon and Hendon to cover the redeployment within the area.	80	0	0	0	80
Customer & Place	Environment and Climate Change	Street Scene	Loss of income due to Highways responsive works transferred to Tarmac Kere by RE, resulting in at least £0.350m income at risk of which £0.150m is to be achieved by increase in flexi pave work, resulting in pressure of £0.200m.	200	0	0	0	200
Customer & Place	Housing and Growth	Estates	Increase in energy prices for 2023/24. This includes a 40% increase in electricity and 100% increase in Gas prices.	496	0	0	0	496
Customer & Place	Housing and Growth	Estates	Leasing in a property to deliver the Barnet Food Hub	100	0	0	0	100
Customer & Place	Housing and Growth	Estates	Impact of Business Rates Revaluations	330	0	0	0	330
Customer & Place Total				2,562	320	330	26	3,239

Summary of Savings & Income Generation Proposals

Savings & Income generation					
Department	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	Total savings £'000
Adults and Health	(2,841)	(1,433)	(12)	(12)	(4,298)
Assurance	(55)	(60)	(75)	(50)	(240)
Childrens and Family Services	(784)	(961)	(400)	(200)	(2,345)
Customer & Place	(2,721)	(3,303)	(468)	(360)	(6,852)
Strategy & Resources	(4,797)	(797)	(300)	0	(5,894)
Total	(11,199)	(6,554)	(1,255)	(622)	(19,630)

Adults & Health

Line Ref	Theme Committee	Opportunity Area	Description of saving	Consultation (How are we consulting on this proposal)	Impact on Service Delivery	Impact on Customer Satisfaction	Equalities Impact All published EqlAs are online at: https://www.barnet.gov.uk/your-council/policies-plans-and-performance/equality-and-diversity	Impact Assessment				Total savings £'000
								2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	
A&S13	Adults & Safeguarding	Extra Care Housing 2	Extra Care development of fully integrated service for older people to rent, offering a wide range of services as an alternative to more expensive residential care. Proposed scheme of 50 units based with 50% high needs, 25% medium needs and 25% low needs. Saving is modelled on a 10K saving per person per year, based on the difference between the costs of residential care and extra-care. Saving will be achieved if the scheme is targeted at those who would otherwise have their needs met by residential care.	Design principles agreed through consultation on Extra Care 1 (Ansell Court) will be applied in extra care 3, e.g. all flats fully wheelchair accessible. Service specific consultation will be undertaken if required.	This change will increase the range and choice of services available in Barnet.	Satisfaction may increase for adults living in this provision who should be enabled to live more independent lives.	The equalities impact assessment has been refreshed and shows an overall positive impact.	(100)	(70)			(170)
A&S14	Adults & Safeguarding	Extra Care Housing 3	Plans are in place to develop a third Extra-Care Housing scheme at Cheshir House, with 75 units. Current savings projections are based on conservative assumptions using evidence from the first scheme.	Design principles agreed through consultation on Extra Care 1 and 2 will be applied in extra care 3, e.g. all flats fully wheelchair accessible. Service specific consultation will be undertaken if required.	This change will increase the range and choice of services available in Barnet.	Satisfaction may increase for adults living in this provision who should be enabled to live more independent lives.	The equalities impact assessment has been refreshed and shows an overall positive impact.		(210)			(210)
A&S22	Adults & Safeguarding	Progression for people with a learning disability	This is a continuation of a saving based on the principle of 'progression', which is that each person with a learning disability has the potential to increase independence if they are given the appropriate care and support. Working with people who use care and support services to be more independent and where appropriate to be supported with less intensive forms of support. This includes using more evidence based approaches to commissioning placements and assistive technology to support adults in supported living settings.	Individual consultation and engagement with individuals and their families as part of the care and support planning process. Individuals and families will continue to be at the centre of the process as any plans are developed and supported.	Will lead to changes in the way in which the needs of eligible individuals are met but eligible needs will continue to be met.	Moderate - likely to require changes to packages of care. Eligible needs will still be met but some users and their families may prefer alternative care and this could lead to dissatisfaction. Others may be more satisfied given increased levels of independence and meeting personal goals.	The equalities impact assessment has been refreshed and shows an overall positive impact.	(500)	(150)			(650)
A&S31	Adults & Safeguarding	Increased use of prevention services	The saving is based on Prevention Co-coordinators working with more people at the first point of contact for adults requesting care and support (the 'Front Door'), to delay the development of care needs and ensure that preventative / alternative options to formal care are fully considered and utilised.	Individual consultation and engagement with individuals and their families as part of the care and support planning process. Individuals and families will continue to be at the centre of the process as any plans are developed and supported.	This change will increase the range and choice of services available in Barnet.	Satisfaction should increase for people, who should live more independent lives. Wherever a person requires or requests a social care needs assessment, these will continue to be carried out in accordance with the Care Act (2014).	The equalities impact assessment has been reviewed and continues to show an overall positive impact.	(200)	(200)			(400)
A&S8	Adults & Safeguarding	VAT efficient leisure contract (Income)	Working with our leisure services provider to maximise the VAT efficiency of their contract and service, with the Council benefitting from the saving.	Service specific consultation not required	No resident or staff impact	No resident or staff impact	An equalities impact assessment is not required as there is no change to the service provided to residents and no impact on LBB staff.	(184)				(184)
A&S9	Adults & Safeguarding	Leisure Management Contract – Annual Payment (subject to market conditions) (Income)	Over-delivery against projected income from the GLL leisure services contract	Service specific consultation not required	No resident or staff impact	No resident or staff impact	An equalities impact assessment is not required as there is no change to the service provided to residents and no impact on LBB staff.	(258)				(258)
A&S32	Adults & Safeguarding	Progression for people with a Mental Health support need	This is a saving based on the principle of 'progression', which is that each person with a Mental Health need has the potential to increase independence if they are given the appropriate care and support. Working with people who use care and support services to be more independent and where appropriate to be supported with less intensive forms of support. This includes using more evidence based approaches to commissioning placements.	Individual consultation and engagement with individuals and their families as part of the care and support planning process. Individuals and families will continue to be at the centre of the process as any plans are developed and supported.	Will lead to changes in the way in which the needs of eligible individuals are met but eligible needs will continue to be met.	Moderate - likely to require changes to packages of care. Eligible needs will still be met but some users and their families may prefer alternative care and this could lead to dissatisfaction. Others may be more satisfied given increased levels of independence and meeting personal goals.	The equalities impact assessment has been refreshed and shows an overall positive impact.	(200)	(200)			(400)
A&S35	Adults & Safeguarding	ASC Debt recovery improvement/default direct debit	The work of the debt project will support residents to increase recovery rates, including through default direct debit set up to make payment easier.	No service specific consultation required	This approach is expected to have a positive impact on service delivery	There may be some minor negative impact on customer satisfaction	An equalities impact assessment has been undertaken and this proposal will have a minor impact on the overall cohort of older adults, adults with some disabilities and who are female. There should be no negative impact on service delivery but may have some minor impact on customer satisfaction. The recommendation is to proceed with adjustments including support to residents where they have not made regular contribution payments in line with their assessed financial contributions.	(100)				(100)

Line Ref	Theme Committee	Opportunity Area	Description of saving	Consultation (How are we consulting on this proposal)	Impact on Service Delivery	Impact on Customer Satisfaction	Equalities Impact All published EqIAs are online at: https://www.barnet.gov.uk/your-council/policies-plans-and-performance/equality-and-diversity	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	Total savings £'000
A&S37	Adults & Safeguarding	Continuing Health Care	Maximising income against current agreements for Continuing Health Care. Based on process improvements, exploring opportunities to update arrangements if any opportunities are being missed. This is also based on a 2.8% increase in numbers of people coming forward for support, this is a proportionate increase. This links to the demographic growth pressure.	No service specific consultation required	This approach is expected to have a positive impact on service delivery	No resident or staff impact	An equalities impact assessment is not required as there is no change to the service provided to residents and no impact on LBB staff.	(1,100)	(100)			(1,200)
A&S38	Adults & Safeguarding	Employment for adults who require care and support	A new Council wide carved employment scheme to provide a useful step on the work undertaken by BOOST. Promotes independence and reduces need for more traditional day services and their associated costs. DEPENDENCY – Creation of a council wide carved employment scheme which provides 15 job opportunities over first two years. We are ambitious about this and want to bring this to the Barnet Partnership Board to roll out across partnership organisations. This is a cost avoidance saving based on lower use of day services as a result of employment.	No service specific consultation required	This approach is expected to have a positive impact on service delivery	Satisfaction may increase for adults receiving this support who should be enabled to live more independent lives.	An equalities impact assessment has been completed and shows an overall positive impact.	(30)	(60)			(90)
A&S39	Adults & Safeguarding	Housing for adults who require care and support	Increased joint working with housing to increase access to settled social housing tenancies for adults who require care and support. This is a cost avoidance saving.	No service specific consultation required	This approach is expected to have a positive impact on service delivery	Satisfaction may increase for adults receiving this support who should be enabled to live more independent lives.	An equalities impact assessment has been completed and shows an overall positive impact.	(75)	(150)			(225)
ENV11	Environment & Climate Change		Delivery of West Hendon Playing Fields Masterplan, Progress with Royal Institute of British Architects (RIBA). The stages will include professional fees required to deliver planning consent; including but not limited to site surveys and investigations, multi disciplinary design team, project management, cost consultancy, civil and structural engineering and planning fees. Potential phased development of proposal would return savings from prioritised facilities. Saving is predicated on securing capital investment to deliver financial benefit. Detail will be presented in the Outline Business Case to be presented to Committee for approval.	Service specific public consultation undertaken in 2018 and 2019. Report presented to Environment Committee. Key stakeholders including statutory bodies. https://engage.barnet.gov.uk/we-asked-you-said-we-did	It is anticipated that subject to investment and scheme approval, there will be a responsibility for the service to manage contracts/ slaps/ partnerships as a result of delivery. This will be reviewed as part of a management options appraisal, detailed within the Outline Business Case.	Investment into West Hendon Playing Fields will transform opportunities for local residents providing a range of facility mixes and improved environmental benefits.	EqIA and HIA undertaken as part of Environment Committee report (March 2020). https://barnet.moderngov.co.uk/feListDocuments.aspx?Cid=695&Mid=9910&Ver=4 Further EqIA / HIA to be completed as part of design development / Outline Business Cases.		(200)			(200)
ENV13	Environment & Climate Change		Introduction of semi-permanent café buildings at five sites within the Borough, generating revenue through lease arrangements. Purchase and installation of five cafes at £150k each, funded by ten-year loan. First year surplus estimated at £24k for five sites, allowing for loan repayment and interest. Saving is predicated on securing capital investment to deliver financial benefit.	Market engagement to review interest in proposal.	Increase in facilities across the parks and open spaces portfolio. Anticipated that specific lease agreements will be secured with market providers / organisations to deliver offer.	The opportunity is anticipated to improve customer satisfaction, providing venues within parks for the community.	An Equality Impact Assessment (EqIA) will be produced as the specific proposals develop.	(24)	(24)			(48)
ENV14	Environment & Climate Change		Improvement plan for tennis delivery and facilities within Barnet. Introduction of booking system and programme of investment in facilities, with the intention of establishing sustainable, revenue-generating model. Saving is predicated on securing capital investment to deliver financial benefit, detail will be outlined in the Business Case.	As proposals are developed, service consultation and engagement will be undertaken as required.	Strategic approach to tennis management and delivery across Barnet, improved operations and efficiency with booking process. Opportunity to generate income which can be reinvested back into creating sustained service.	Potential resident objection in respect of introducing charges for court hire which may have previously been at nil cost. The Outline Business Case will detail a proposed pricing structure to ensure where appropriate concessions are offered in order to co-ordinate a balanced programme.	A full EqIA will be completed as part of the review and evaluation of the Tennis Pilot prior to the implementation of the Tennis Project	(38)	(37)			(75)
ENV16	Environment & Climate Change		Consideration as to the possibility of establishing a trading arm for trees service, offering tree management and policy services to neighbouring local authorities as a commercial enterprise. Initial investment required to confirm feasibility and approach to matters including legal, governance and resources required.	Consultation and engagement plan to be drafted. Changes will not impact on Barnet residents so no consultation is required.	Options appraisal to address review of resources / model required for implementation and provide recommendations. To be factored into business model proposed.	The opportunity is not anticipated to have an adverse impact on customer satisfaction.	The need for an equality impact assessment (EqIA) will kept under review as the proposal develops and carried out if required.	(20)	(20)			(40)

Line Ref	Theme Committee	Opportunity Area	Description of saving	Consultation (How are we consulting on this proposal)	Impact on Service Delivery	Impact on Customer Satisfaction	Equalities Impact All published EqIAs are online at: https://www.barnet.gov.uk/your-council/policies-plans-and-performance/equality-and-diversity	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	Total savings £'000
ENV17	Environment & Climate Change		Under the Environment Act 2021, all planning permissions granted in England (with a few exemptions) will have to deliver at least 10% biodiversity net gain, expected to be in November 2023. BNG will be measured using Defra's biodiversity metric and habitats will need to be secured for at least 30 years. Improvements can be delivered on site (in Borough) or off site (out of Borough), purchased through a statutory biodiversity credits scheme.					(12)	(12)	(12)	(12)	(48)
Total Adults and Health Savings & Income Generation								(2,841)	(1,433)	(12)	(12)	(4,298)

Assurance

Line Ref	Theme Committee	Opportunity Area	Description of saving	Consultation (How are we consulting on this proposal)	Impact Assessment			2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	Total savings £'000
					Impact on Service Delivery	Impact on Customer Satisfaction	Equalities Impact All published EqIAs are online at: https://www.barnet.gov.uk/your-council/policies-plans-and-performance/equality-and-diversity					
Assur_sav2	Policy & Resources	Counter Fraud Operations	Opportunities for phased increase in income through re negotiating Proceeds of Crime (POCA) gain-share arrangements with other Local Authorities and partners.	No service specific consultation required	This saving is not anticipated to impact on service delivery.	This saving will not have an adverse impact on customer satisfaction.	An EqIA is not required.			(50)	(50)	(100)
Assur_sav3	Policy & Resources	Internal Audit	Use Cross Council Assurance Service (CCAS) levy income to fund Internal Audit posts.	No service specific consultation required	This saving is not anticipated to impact on service delivery.	This saving will not have an adverse impact on customer satisfaction.	An EqIA is not required.	(40)				(40)
Assur_sav4	Policy & Resources	Internal Audit	Increase Cross Council Assurance Service (CCAS) levy income by moving to multi-supplier framework when contract is re-procured.	No service specific consultation required	This saving is not anticipated to impact on service delivery.	This saving will not have an adverse impact on customer satisfaction.	An EqIA is not required.			(25)		(25)
Assur_sav5	Policy & Resources	Governance	Explore savings opportunities through Governance Team restructure moving into Cabinet system.	No service specific consultation required	This saving is not anticipated to impact on service delivery.	This saving will not have an adverse impact on customer satisfaction.	An EqIA is not required.		(60)			(60)
Assur_sav6	Policy & Resources	Governance	Explore possible savings in the Mayors Officer through Car Leasing arrangements.	No service specific consultation required	This saving is not anticipated to impact on service delivery.	This saving will not have an adverse impact on customer satisfaction.	An EqIA is not required.	(15)				(15)
Total Growth & Corporate Services Savings & Income Generation								(55)	(60)	(75)	(50)	(240)

Children and Family Services

Ref	Theme Committee	Opportunity Area	Description of saving/additional income	Consultation (how we are consulting on this proposal)	Impact on service delivery	Impact on Customer Satisfaction	Equalities Impact All published EqlAs are online at: https://www.barnet.gov.uk/your-council/policies-plans-and-performance/equality-and-diversity	Impact Assessment				Total savings £'000
								2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	
NEW SAVING CFS 004	Children, Education & Safeguarding	Family Services- Assessment, Intervention and Planning	In line with the Public Law Outline review, increase the use of pre-proceedings to address recognised needs and reduce the number of families going to court, which will reduce costs.	No service specific consultation required	Positive impact due to earlier intervention and reduction in the number of families going to court		No equalities impact as a result of this proposal	(50)				(50)
NEW INCOME CFS 001	Children, Education & Safeguarding	Family Services- Early Help 0-19	Additional income generated through the new Parenting Hub	No service specific consultation required	There will be no impact on service delivery		No equalities impact is anticipated as a result of this proposal	(150)				(150)
NEW INCOME CFS 002	Children, Education & Safeguarding	Family Services- Corporate Parenting	Remodelling of contact centre to increase income generation by selling to other local authorities	Service specific consultation will be undertaken if required.	Impact on service delivery through greater focus on income generation.		No equalities impact is anticipated as a result of this proposal		(150)	(200)		(350)
NEW INCOME CFS 003	Children, Education & Safeguarding	Family Services- Early Help 0-19	Following Covid impact on income, move to full cost recovery for Traded Services, DoE and Finchley Youth Theatre in 23/24 and Newstead and Greentops in 24/25, as well as identifying other traded services income opportunities.	No service specific consultation required as there is no change in policy.	There will be no impact on service delivery.		No equalities impact is anticipated as a result of this proposal	(124)	(311)			(435)
CFI01	Children, Education & Safeguarding	Staffing Savings - Education and Skills	Increase income generation in BELS through selling more services to schools.	No service specific consultation required	There will be no impact on service delivery			(80)				(80)
NEW CFS	Children, Education & Safeguarding	Education, Strategy and Partnership	Reduce the pressure on SEN Transport through e.g. multi pick up points						(200)	(200)	(200)	(600)
NEW CFS	Children, Education & Safeguarding	Education, Strategy and Partnership	Barnet Early Years Alliance (BEYA) to start paying the £80k lease for St Margaret's from Early Years funding which previously the Council has been paying. This saving will only be taken forward if the increase in government funding to Maintained Nursery Schools, which has recently been consulted on, goes ahead.					(80)				(80)
NEW CFS	Children, Education & Safeguarding	Education, Strategy and Partnership	Use DSG High Needs block for e.g. increased contribution to placements or other LA funded service that can legitimately be funded by DSG. Modelling work still needs to be done.					(300)				(300)
NEW CFS	Children, Education & Safeguarding	Family Services- Placements	North London Adoption RAA - negotiate reduced contribution						(300)			(300)
Total Children and Family Services Savings & Income Generation								(784)	(961)	(400)	(200)	(2,345)

Customer and Place

Line Ref	Theme Committee	Opportunity Area	Corporate Plan Outcome	Description of saving	Consultation (How are we consulting on this proposal)	Impact Assessment								
						Impact on Service Delivery	Impact on Customer Satisfaction	Equalities Impact All published EqIAs are online at: https://www.barnet.gov.uk/your-council/policies-plans-and-performance/equality-and-diversity	2023/24 £'000	2024/25 £'000	2025/26 £'000	2026/27 £'000	Total savings £'000	
ENV5	Environment & Climate Change		Outcome 4: Clean, Safe & Well Run	Parking - A review of services and policies to ensure a consistent, fair approach to improving traffic, highway air quality and road safety. Meeting existing unaddressed needs and demands on the highway.	Service specific consultation will be undertaken if required.	This saving requires a change to service delivery.	This saving is not anticipated to have an adverse impact on customer satisfaction and it is possible that it may enhance perception that the Council provides value for money.	The need for an Equality Impact Assessment (EqIA) will kept under review as the specific proposals develop and carried out if required.	(750)	(750)				(1,500)
ENV27	Environment & Climate Change		Outcome 4: Clean, Safe & Well Run	Improved Management of Skips placed on the Public Highway - Utilise available legislation to better manage the safety impact of skips placed on the Public Highway, including ensuring that all skips placed have been approved with appropriate Licences and that such licence conditions are fully compliant. Whilst there will be costs involved in increased resources to monitor this activity there are also mechanisms within the legislation to recover costs where non-compliance is evident. Currently a low level of compliance is occurring and this raises safety concerns for all highway users and therefore increased focus in this area will be beneficial for all. This will be reported under Matt Lang and will not be part of Street Scene targets.	As required by the specific Legislation related to this area of activity.	Improved safety on the Public Highway	Likely to be positive for the majority of Highway users	The need for an equality impact assessment (EqIA) will kept under review as the proposal develops and carried out if required.	(50)	(25)				(75)
H&G_sav8	Housing and Growth	Housing Strategy	Thriving	500 additional acquisitions of properties for use as affordable temporary accommodation by Open Door Homes supported by Loan from Council, as a cheaper alternative to existing temporary arrangements which utilise the private rented sector.	No service specific consultation required There was an opportunity to comment on our vision and plans for housing and homelessness over the next five years through the Housing and Homelessness Strategy consultations that took place in 2019: https://engage.barnet.gov.uk/Housing_Homeless_and_Rough_Sleeping	This saving is not anticipated to impact on service delivery.	This saving will not have an adverse impact on customer satisfaction.	An Equality Impact Assessment (EqIA) has been completed, which indicated there were no expected negative impacts. This will be kept under review as the specific proposals develop. Link: https://www.barnet.gov.uk/your-council/policies-plans-and-performance/equality-and-diversity/equality-impact-assessments-0	(435)	(418)				(853)
H&G_sav7	Housing and Growth	Housing Strategy	Thriving	The delivery of 52 homes on Hermitage Lane, of which 15 will be affordable and available for letting to Barnet housing applicants. Provision of this affordable supply will result in increased temporary accommodation cost avoidance.	Service specific consultation has been undertaken on the scheme as it has been developed. Further service specific consultation will be undertaken if required.	This saving is not anticipated to impact on service delivery.	This saving will not have an adverse impact on customer satisfaction.	An Equality Impact Assessment (EqIA) has been completed, which indicated there were no expected negative impacts. This will be kept under review as the specific proposals develop. Link: https://www.barnet.gov.uk/your-council/policies-plans-and-performance/equality-and-diversity/equality-impact-assessments-0		(48)				(48)
H&G_sav6	Housing and Growth	Housing Strategy	Thriving	The delivery of 250 homes across 3 schemes. Units will be funded through Housing Revenue Account borrowing and delivered in 2023/24 and 2024/25. Provision of this affordable supply will result in increased temporary accommodation cost avoidance and a general fund benefit.	Service specific consultation will be undertaken as required.	This saving is not anticipated to impact on service delivery.	This saving will not have an adverse impact on customer satisfaction.	An Equality Impact Assessment (EqIA) has been completed, which indicated there were no expected negative impacts. This will be kept under review as the specific proposals develop. Link: https://www.barnet.gov.uk/your-council/policies-plans-and-performance/equality-and-diversity/equality-impact-assessments-0		(320)	(160)			(480)
H&G_sav5	Housing and Growth	Housing Strategy	Thriving	Additional 72 homes for affordable rent built by Open Door Homes. Savings Achieved as these homes will provide a cheaper alternative to temporary accommodation and Open Door Homes will pay a premium to the council for each property.	There was an opportunity to comment on our vision and plans for housing and homelessness over the next five years through the Housing and Homelessness Strategy consultations that took place in 2019 https://engage.barnet.gov.uk/Housing_Homeless_and_Rough_Sleeping - Service specific consultation will be undertaken with residents living on affected estates.	This saving is not anticipated to impact on service delivery.	This saving will not have an adverse impact on customer satisfaction.	An initial Equalities Impact Assessment (EqIA) will be conducted once the proposals have been developed in full.		(209)	(23)			(232)
H&G_sav4	Housing and Growth	Housing Strategy	Thriving	Build 87 new council homes for rent on top of existing council housing blocks. Savings achieved as these homes will provide a cheaper alternative to temporary accommodation.	There was an opportunity to comment on our vision and plans for housing and homelessness over the next five years through the Housing and Homelessness Strategy consultations that took place in 2019 https://engage.barnet.gov.uk/Housing_Homeless_and_Rough_Sleeping - Service specific consultation will be undertaken with residents living on affected estates.	This saving is not anticipated to impact on service delivery.	Satisfaction of existing residents living in blocks could be affected who will be consulted as specific proposals develop.	An initial Equalities Impact Assessment (EqIA) will be conducted once the proposals have been developed in full.		(278)				(278)
H&G_sav3	Housing and Growth	Housing Strategy	Thriving	Buyback of properties through GLA Buyback grant, which the council will use for temporary accommodation.	Service specific consultation has been undertaken on the schemes as part of the planning process.	This saving is not anticipated to impact on service delivery.	This saving will not have an adverse impact on customer satisfaction.	An EqIA is not required.	(95)	(22)				(117)

Line Ref	Theme Committee	Opportunity Area	Corporate Plan Outcome	Description of saving	Consultation (How are we consulting on this proposal)	Impact Assessment					Total savings £'000			
						Impact on Service Delivery	Impact on Customer Satisfaction	Equalities Impact All published EqIAs are online at: https://www.barnet.gov.uk/your-council/policies-plans-and-performance/equality-and-diversity	2023/24 £'000	2024/25 £'000		2025/26 £'000	2026/27 £'000	
H&G_sav2	Housing and Growth	Estates	Thriving	Solar panels – To accelerate de-carbonisation and either sell energy back to grid or offset existing council energy bills.	Service specific consultation will be undertaken if required once the proposals have been developed in full.	This saving is not anticipated to impact on service delivery.	This saving will not have an adverse impact on customer satisfaction.	An initial Equalities Impact Assessment (EqIA) will be conducted once the proposals have been developed in full.		(50)	(100)			(150)
CLL_Sav1	Community Leadership and Libraries	Registrars	Thriving	Registrars income increase. 2021/22 is forecasted to see a £9,200m increase due to a backlog of services post-pandemic. 2022/23 will require additional investment in the town hall (carpets, paint etc.) and promotion. Current plans aim to achieve increased targets for weddings. (*2)	No service specific consultation required	This saving is not anticipated to impact on service delivery.	This saving will not have an adverse impact on customer satisfaction.	An EqIA is not required.	(75)					(75)
H&G_inc8	Housing and Growth	Housing Strategy	Thriving	Income received as dividends on completed affordable homes on Hermitage Lane, of which 15 will be affordable and available for letting to Barnet housing applicants	Service specific consultation has been undertaken on the scheme as it has been developed. Further service specific consultation will be undertaken if required.	This saving is not anticipated to impact on service delivery.	This saving will not have an adverse impact on customer satisfaction.	An EqIA is not required.	(30)					(30)
H&G_inc7	Housing and Growth	Housing Strategy	Thriving	Income received as dividends on completion of the additional 72 homes for affordable rent built by Open Door Homes.	There was an opportunity to comment on our vision and plans for housing and homelessness over the next five years through the Housing and Homelessness Strategy consultations that took place in 2019 https://engage.barnet.gov.uk/Housing_Homeless_and_Rough_Sleeping - Service specific consultation will be undertaken with residents living on affected estates.	This saving is not anticipated to impact on service delivery.	This saving will not have an adverse impact on customer satisfaction.	An EqIA is not required.	(130)	(14)				(144)
H&G_inc6	Housing and Growth	Housing Strategy	Thriving	Income received as dividends on completed affordable homes delivered by Opendoor Homes	No service specific consultation required	This saving is not anticipated to impact on service delivery.	This saving will not have an adverse impact on customer satisfaction.	An EqIA is not required.	(71)					(71)
H&G_inc3	Housing and Growth	Estates	Thriving	Increased income from room rental and Hendon Town Hall and the Colindale office through improvements and quality of office space, additional income from Staff parking and opportunities to generate advertising income on council properties, on non-highways Land.	No service specific consultation required	This saving is not anticipated to impact on service delivery.	This saving will not have an adverse impact on customer satisfaction.	An EqIA is not required.	(13)					(13)
H&G_inc4	Housing and Growth	Estates	Thriving	Additional income from the existing commercial portfolio, including new lettings and rent reviews.	Service specific consultation will be undertaken as required.	This proposal will generate additional income for the council and is not anticipated to impact on service delivery.	This saving will not have an adverse impact on customer satisfaction.	An EqIA is not required.	(40)	(45)	(25)	(20)		(130)
H&G_sav1	Housing and Growth	Housing Strategy	Thriving	The Modular Homes programme will increase the council's housing supply and result in Temporary Accommodation cost avoidance savings.	Service specific consultation will be undertaken as required.	This saving is not anticipated to impact on service delivery.	This saving will not have an adverse impact on customer satisfaction.	An initial Equalities Impact Assessment (EqIA) will be conducted once the proposals have been developed in full.	(50)					(50)
SSOP1	Environment & Climate Change		Clean, Safe & Well Run	Income generation from 500+ EV charge points installed in residential roads.	No service specific consultation is required	Positive impact as aligning with customer demand for EV's and need to charge where properties do not have off road parking available.			186	71	(126)	(310)		(179)
SSOP2	Environment & Climate Change		Clean, Safe & Well Run	Commercial income generation pilot - Grounds Maintenance & Street Cleansing	No service specific consultation is required	No impact on statutory or general public services. Increased service offer for commercial operations within Borough.			(15)	(17)	(20)	(30)		(82)
SSOP5	Environment & Climate Change	Environment & Climate Change	Clean, Safe & Well Run	Stop/reduce pleasant parks littering activity	No service specific consultation is required	Potential negative effect on satisfaction in the short term resulting from any change to existing arrangements.			(169)	(124)				(293)
SSOP6	Environment & Climate Change	Environment & Climate Change	Clean, Safe & Well Run	Stop/reduce weed spray treatments across Borough. It is expected that 3 treatments per annum should be sufficient as supported by scheduled street cleaning (minimum 2 deep cleans per year / alternate side cleansing delivered to all residential roads)	No service specific consultation is required	Potential negative effect on satisfaction in the short term resulting from any change to existing arrangements.			(37)					(37)
H&G_sav2	Housing and Growth	Growth & Housing	Thriving	Review of prior year pressures bid for the kick start of Feasibility studies, considering bringing forward sites for new regen schemes. Budget no longer required as alternative funding has been identified.	No service specific consultation required	This saving is not anticipated to impact on service delivery.	This saving will not have an adverse impact on customer satisfaction.	An EqIA is not required.	(60)	(120)				(180)
H&G_sav12	Housing and Growth	Estates	Thriving	Efficiencies from insourcing Estates function	No service specific consultation required	This saving is not anticipated to impact on service delivery.	This saving will not have an adverse impact on customer satisfaction.	An EqIA is not required.		(80)				(80)
H&G_sav10	Housing and Growth	Estates	Thriving	Review of the Estates service budget, has identified efficiencies in the legal budgets which can provide additional savings..	No service specific consultation required	This saving is not anticipated to impact on service delivery.	This saving will not have an adverse impact on customer satisfaction.	An EqIA is not required.	(100)					(100)
H&G_inc12	Housing and Growth	Estates	Thriving	Letting out an additional floor of the Colindale office.	No service specific consultation required	This saving is not anticipated to impact on service delivery.	This saving will not have an adverse impact on customer satisfaction.	An EqIA is not required.		(323)				(323)
H&G_sav9	Housing and Growth	Estates	Thriving	Review of Estates running costs to identify efficiencies.	No service specific consultation required	This saving is not anticipated to impact on service delivery.	This saving will not have an adverse impact on customer satisfaction.	An EqIA is not required.	(304)					(304)
H&G_sav31	Environment & Climate Change	Sustainability	Thriving	Reduce the Sustainability team budget	No service specific consultation required	This saving is not anticipated to impact on service delivery.	This saving will not have an adverse impact on customer satisfaction.	An EqIA is not required.	(100)					(100)
H&G_sav20	Housing and Growth	Estates	Thriving	Reduce the frequency of contracted cleaning at council offices	No service specific consultation required	This saving is not anticipated to impact on service delivery.	Will cause some staff disquiet and complaints	An EqIA is not required.	(115)					(115)
H&G_sav26	Housing and Growth	Estates	Thriving	Eliminate Street Scene re-charges	No service specific consultation required	This saving is not anticipated to impact on service delivery.	No impact on residents	An EqIA is not required.	(5)					(5)

Line Ref	Theme Committee	Opportunity Area	Corporate Plan Outcome	Description of saving	Consultation (How are we consulting on this proposal)	Impact Assessment					Total savings £'000			
						Impact on Service Delivery	Impact on Customer Satisfaction	Equalities Impact All published EqIAs are online at: https://www.barnet.gov.uk/your-council/policies-plans-and-performance/equality-and-diversity	2023/24 £'000	2024/25 £'000		2025/26 £'000	2026/27 £'000	
C&P_sav1	Policy & Resources	Commercial		Commercial team - partnership (cost of clienting major contracts)	No service specific consultation required	This saving is not anticipated to impact on service delivery.	No impact on residents	An EqIA is not required.		(80)				(80)
C&P_sav3	Policy & Resources	Customer & Digital		Customer Services & Digital: Centralisation of the IT estate	No service specific consultation required	This saving is not anticipated to impact on service delivery.	No impact on residents	An EqIA is not required.	(100)					(100)
C&P_sav4	Policy & Resources	Programme, Performance & Risk		Targeted efficiencies across the Performance, Programmes and Risk service	Service specific consultation will take place when required.	This saving is not anticipated to impact on service delivery.	No impact on residents	An EqIA is not required.		(110)				(110)
HWOP1	Environment & Climate Change	Highways & Transport		Reduction in Highways and Transportation Management Budget with the reduction in the clienting function as services transfer back into the councils control.					(194)					(194)
HWOP3	Environment & Climate Change	Highways & Transport		Expansion of Damage to Highways service based upon successful delivery model currently delivered in one third of the borough. Expansion of the delivery model will require additional resources - on site inspector and back office administration.					(50)	(50)				(100)
HWOP4	Environment & Climate Change	Highways & Transport		Introduction of a "Green Claims" insurance reclaim model in cooperation with the central insurance team. Currently the council is configured to defend insurance claims from third parties as a result of an alleged incident on the councils land e.g. slips / trips falls etc., these are called "Red Claims". There is a proven industry model that the council can deploy to seek recovery of costs from third parties where they have damaged council property, the Highways and Insurance teams have been trialing this approach in 2022. The proposal is to formalise this approach to pursue cost recovery by third parties on the network					(50)	(75)				(125)
HWOP6	Environment & Climate Change	Highways & Transport		Review of the winter maintenance routes and rounds with the move to new depot facilities. Potential to reduce by 2 rounds from the current configuration and remain statutory compliant.					(50)	(50)				(100)
Total Growth & Corporate Services Savings & Income Generation									(2,721)	(3,303)	(468)	(360)	(6,852)	

Strategy and Resources

Line Ref	Theme Committee	Opportunity Area	Description of saving	Consultation (How are we consulting on this proposal)	Impact Assessment					Total savings £'000			
					Impact on Service Delivery	Impact on Customer Satisfaction	Equalities Impact All published EqIAs are online at: https://www.barnet.gov.uk/your-council/policies-plans-and-performance/equality-and-diversity	2023/24 £'000	2024/25 £'000		2025/26 £'000	2026/27 £'000	
Resources	Policy & Resources	Increased use of technology	Introduction of cashbook automation and review of use of cheques resulting in potential staff efficiency	Consultation required- proposed as part of wider budget consultation	Channel shift to different mechanisms	No impact - Channel shift to different mechanisms.	EQIA has been completed and shows minor impact which will be kept under review		(38)				(38)
Resources	Policy & Resources	Improved Treasury Income	Increase in treasury income via better investment options and improvements in capital forecasting - net as expected new actuals against budget	No service specific consultation required	No impact	No impact	No impact	(235)					(235)
Resources	Policy & Resources	Housing Benefits overpayment	Increased recovery of housing benefit overpayments	Increased recovery of housing benefit overpayments	Increased recovery of housing benefit overpayments	No impact	No impact	(122)					(122)
Re005	Policy & Resources	Teachers' pension strain	Payments from the budget put aside for the Teachers early retirement fund are starting to reduce, this saving reflects the reduction in cost against budget.	No service specific consultation required	The actuals data support the realignment factoring in a cautious future indexation calculation.	No impact	No impact	(200)	(85)				(285)
Re006	Policy & Resources	Levies & subscriptions	Re-baseline of levies, post Covid, based on actuals trend; including a provision for future estimated cost increases, has resulted in a budget surplus being offered as a saving	No service specific consultation required	No impact	No impact	No impact	(89)	(7)				(95)
Re009	Policy & Resources	Increased use of technology	Stopping the cash collection service to schools and council departments - channel shifting to more secure alternatives that the council provide such DD, standing orders, PayPoint etc.	1-2-1 engagement schools and council services as the proposals get developed in full	1-2-1 engagement with schools and services to provide alternatives that are available on the market. An EQIA will be developed in full.	Customers shouldn't see an impact as schools etc. will have the opportunity to either channel shift or take much cheaper services on the open market.	Equalities will be considered as part of the staff consultation		(68)				(68)
Re010	Policy & Resources	Review of service	We are planning to implement a new finance and HR system (Oracle Fusion)- once this is completed we will review HR and Finance services to find potential efficiencies	No service specific consultation required	This will be confirmed after the review and will likely need a staff consultation per our policy if any staff member roles change/deleted	No impact	Equalities will be considered as part of the staff consultation		(100)				(100)
Re011	Policy & Resources	Increased use of technology	Review of licenses across the organisation due to retiring legacy systems	No service specific consultation required	It is expected the target will be made as a result of reduced license fees due to retiring legacy system	No impact	No impact			(300)			(300)
Re012	Policy & Resources	Re-charge to pension fund	Income generation - additional charge to the pension fund including overheads	No service specific consultation required	The actuals data support the increased recharge	No impact	No impact	(65)					(65)
Re013	Policy & Resources	Reduction in consultant budgets	Deletion of budgets relating to specialist finance advice. As the finance transformation process has evolved, reliance of specialist advice is less relied on. This reduction in budget is consistent with actuals.	No service specific consultation required	The actuals data support the realignment	No impact	No impact	(192)					(192)
Re014	Policy & Resources	Budget re-alignment	Reduction in budget to factor in actual spend in HR	No service specific consultation required	The actuals data support the realignment	No impact	No impact	(13)					(13)
Re015	Policy & Resources	On-lending benefits	Saracens Loan interest and ODH Loan interest receivable (Resources)	No service specific consultation required	This saving is not anticipated to impact on service delivery.	No impact	An EqIA is not required.	(3,881)	(500)				(4,381)
Total Resources Savings & Income generation								(4,797)	(797)	(300)	0	(5,894)	

Fees and Charges 2023-24

Fees and Charges 2023/24

Department: **Re**
 Area: **Re Strategic Planing & Regen**

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Comments	Additional detail for new charges / above inflation
Strategic Planning & Regen												
Re	SPR 1 Strategic Planning & Regen	Strategic Planning & Regen	Director of Place Assistant Director (Day Rates) Commissioning Director	0 - 20 Days	£1,000.25	£1,101.28	£101.03	10.10%	n/a	DRS Contract	Added role of Housing Development and Regeneration Manager	Increased in line with inflation 10.1%
Re	SPR 2 Strategic Planning & Regen	Strategic Planning & Regen	Director of Place Assistant Director (Day Rates) Commissioning Director	Projects 21 - 60 Days	£924.59	£1,017.97	£93.38	10.10%	n/a	DRS Contract	Added role of Housing Development and Regeneration Manager	Increased in line with inflation 10.1%
Re	SPR 3 Strategic Planning & Regen	Strategic Planning & Regen	Director of Place Assistant Director (Day Rates) Commissioning Director	Projects 60 days +	£875.72	£964.17	£88.45	10.10%	n/a	DRS Contract	Added role of Housing Development and Regeneration Manager	Increased in line with inflation 10.1%
Re	SPR 4 Strategic Planning & Regen	Strategic Planning & Regen	Director of Place Assistant Director (Hourly Rates) Commissioning Director	0 - 20 Days	£138.92	£152.96	£14.03	10.10%	n/a	DRS Contract	Added role of Housing Development and Regeneration Manager	Increased in line with inflation 10.1%
Re	SPR 5 Strategic Planning & Regen	Strategic Planning & Regen	Director of Place Assistant Director (Hourly Rates) Commissioning Director	Projects 21 - 60 Days	£128.41	£141.38	£12.97	10.10%	n/a	DRS Contract	Added role of Housing Development and Regeneration Manager	Increased in line with inflation 10.1%
Re	SPR 6 Strategic Planning & Regen	Strategic Planning & Regen	Director of Place Assistant Director (Hourly Rates) Commissioning Director	Projects 60 days +	£121.63	£133.91	£12.28	10.10%	n/a	DRS Contract	Added role of Housing Development and Regeneration Manager	Increased in line with inflation 10.1%
Re	SPR 7 Strategic Planning & Regen	Strategic Planning & Regen	Head of Regeneration / Head of Service / Regeneration Transport Manager / Programme Director / Senior Commercial Manager (Day Rates)	0 - 20 Days	£779.30	£858.01	£78.71	10.10%	n/a	DRS Contract		Increased in line with inflation 10.1%
Re	SPR 8 Strategic Planning & Regen	Strategic Planning & Regen	Head of Regeneration / Head of Service / Regeneration Transport Manager / Programme Director / Senior Commercial Manager (Day Rates)	Projects 21 - 60 Days	£721.18	£794.02	£72.84	10.10%	n/a	DRS Contract		Increased in line with inflation 10.1%
Re	SPR 9 Strategic Planning & Regen	Strategic Planning & Regen	Head of Regeneration / Head of Service / Regeneration Transport Manager / Programme Director / Senior Commercial Manager (Day Rates)	Projects 60 days +	£681.55	£750.39	£68.84	10.10%	n/a	DRS Contract		Increased in line with inflation 10.1%
Re	SPR 10 Strategic Planning & Regen	Strategic Planning & Regen	Head of Regeneration / Head of Service / Regeneration Transport Manager / Programme Director / Senior Commercial Manager (Hourly Rates)	0 - 20 Days	£108.24	£119.17	£10.93	10.10%	n/a	DRS Contract		Increased in line with inflation 10.1%
Re	SPR 11 Strategic Planning & Regen	Strategic Planning & Regen	Head of Regeneration / Head of Service / Regeneration Transport Manager / Programme Director / Senior Commercial Manager (Hourly Rates)	Projects 21 - 60 Days	£100.16	£110.28	£10.12	10.10%	n/a	DRS Contract		Increased in line with inflation 10.1%
Re	SPR 12 Strategic Planning & Regen	Strategic Planning & Regen	Head of Regeneration / Head of Service / Regeneration Transport Manager / Programme Director / Senior Commercial Manager (Hourly Rates)	Projects 60 days +	£94.66	£104.22	£9.56	10.10%	n/a	DRS Contract		Increased in line with inflation 10.1%
Re	SPR 13 Strategic Planning & Regen	Strategic Planning & Regen	Housing Development Partnership Manager / Planning Policy Manager / Urban Design and Heritage Manager / Skills and Enterprise Manager / Infrastructure Planning and Delivery Manager / Major Developments Team Manager / Programme Manager / Regeneration Manager / Senior Regeneration Manager / Property Support (Day Rates)	0 - 20 Days	£647.21	£712.58	£65.37	10.10%	n/a	DRS Contract		Increased in line with inflation 10.1%
Re	SPR 14 Strategic Planning & Regen	Strategic Planning & Regen	Housing Development Partnership Manager / Planning Policy Manager / Urban Design and Heritage Manager / Skills and Enterprise Manager / Infrastructure Planning and Delivery Manager / Major Developments Team Manager / Programme Manager / Regeneration Manager / Senior Regeneration Manager / Property Support (Day Rates)	Projects 21 - 60 Days	£598.34	£658.77	£60.43	10.10%	n/a	DRS Contract		Increased in line with inflation 10.1%

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Comments	Additional detail for new charges / above inflation
Re	SPR 15 Strategic Planning & Regen	Strategic Planning & Regen	Housing Development Partnership Manager / Planning Policy Manager / Urban Design and Heritage Manager / Skills and Enterprise Manager / Infrastructure Planning and Delivery Manager / Major Developments Team Manager / Programme Manager / Regeneration Manager / Senior Regeneration Manager / Property Support (Day Rates)	Projects 60 days +	£566.64	£623.87	£57.23	10.10%	n/a	DRS Contract		Increased in line with inflation 10.1%
Re	SPR 16 Strategic Planning & Regen	Strategic Planning & Regen	Housing Development Partnership Manager / Planning Policy Manager / Urban Design and Heritage Manager / Skills and Enterprise Manager / Infrastructure Planning and Delivery Manager / Major Developments Team Manager / Programme Manager / Regeneration Manager / Senior Regeneration Manager / Property Support (Hourly Rate)	0 - 20 Days	£89.88	£98.96	£9.08	10.10%	n/a	DRS Contract		Increased in line with inflation 10.1%
Re	SPR 17 Strategic Planning & Regen	Strategic Planning & Regen	Housing Development Partnership Manager / Planning Policy Manager / Urban Design and Heritage Manager / Skills and Enterprise Manager / Infrastructure Planning and Delivery Manager / Major Developments Team Manager / Programme Manager / Regeneration Manager / Senior Regeneration Manager / Property Support (Hourly Rate)	Projects 21 - 60 Days	£83.10	£91.49	£8.39	10.10%	n/a	DRS Contract		Increased in line with inflation 10.1%
Re	SPR 18 Strategic Planning & Regen	Strategic Planning & Regen	Housing Development Partnership Manager / Planning Policy Manager / Urban Design and Heritage Manager / Skills and Enterprise Manager / Infrastructure Planning and Delivery Manager / Major Developments Team Manager / Programme Manager / Regeneration Manager / Senior Regeneration Manager / Property Support (Hourly Rate)	Projects 60 days +	£78.70	£86.65	£7.95	10.10%	n/a	DRS Contract		Increased in line with inflation 10.1%
Re	SPR 19 Strategic Planning & Regen	Strategic Planning & Regen	Senior Regeneration Officer / Colindale Project Manager / Housing Strategy Manager / Principal Planner (Planning Policy) / Commercial Manager / Principal Planner (MDT) (Day Rates)	0 - 20 Days	£548.90	£604.34	£55.44	10.10%	n/a	DRS Contract		Increased in line with inflation 10.1%
Re	SPR 20 Strategic Planning & Regen	Strategic Planning & Regen	Senior Regeneration Officer / Colindale Project Manager / Housing Strategy Manager / Principal Planner (Planning Policy) / Commercial Manager / Principal Planner (MDT) (Day Rates)	Projects 21 - 60 Days	£507.21	£558.43	£51.23	10.10%	n/a	DRS Contract		Increased in line with inflation 10.1%
Re	SPR 21 Strategic Planning & Regen	Strategic Planning & Regen	Senior Regeneration Officer / Colindale Project Manager / Housing Strategy Manager / Principal Planner (Planning Policy) / Commercial Manager / Principal Planner (MDT) (Day Rates)	Projects 60 days +	£480.78	£529.34	£48.56	10.10%	n/a	DRS Contract		Increased in line with inflation 10.1%
Re	SPR 22 Strategic Planning & Regen	Strategic Planning & Regen	Senior Regeneration Officer / Colindale Project Manager / Housing Strategy Manager / Principal Planner (Planning Policy) / Commercial Manager / Principal Planner (MDT) (Hourly Rates)	0 - 20 Days	£76.23	£83.93	£7.70	10.10%	n/a	DRS Contract		Increased in line with inflation 10.1%
Re	SPR 23 Strategic Planning & Regen	Strategic Planning & Regen	Senior Regeneration Officer / Colindale Project Manager / Housing Strategy Manager / Principal Planner (Planning Policy) / Commercial Manager / Principal Planner (MDT) (Hourly Rates)	Projects 21 - 60 Days	£70.44	£77.56	£7.11	10.10%	n/a	DRS Contract		Increased in line with inflation 10.1%
Re	SPR 24 Strategic Planning & Regen	Strategic Planning & Regen	Senior Regeneration Officer / Colindale Project Manager / Housing Strategy Manager / Principal Planner (Planning Policy) / Commercial Manager / Principal Planner (MDT) (Hourly Rates)	Projects 60 days +	£66.77	£73.51	£6.74	10.10%	n/a	DRS Contract		Increased in line with inflation 10.1%
Re	SPR 25 Strategic Planning & Regen	Strategic Planning & Regen	Regeneration Officer / Skills Development Programme Officer / Senior Planning (Planning Policy) / Senior Planner (MDT) / Senior Planning (Urban Design & Heritage) (Day Rates)	0 - 20 Days	£450.27	£495.75	£45.48	10.10%	n/a	DRS Contract		Increased in line with inflation 10.1%

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Comments	Additional detail for new charges / above inflation
Re	SPR 26 Strategic Planning & Regen	Strategic Planning & Regen	Regeneration Officer / Skills Development Programme Officer / Senior Planning (Planning Policy) / Senior Planner (MDT) / Senior Planning (Urban Design & Heritage) (Day Rates)	Projects 21 - 60 Days	£416.07	£458.09	£42.02	10.10%	n/a	DRS Contract		Increased in line with inflation 10.1%
Re	SPR 27 Strategic Planning & Regen	Strategic Planning & Regen	Regeneration Officer / Skills Development Programme Officer / Senior Planning (Planning Policy) / Senior Planner (MDT) / Senior Planning (Urban Design & Heritage) (Day Rates)	Projects 60 days +	£393.61	£433.36	£39.75	10.10%	n/a	DRS Contract		Increased in line with inflation 10.1%
Re	SPR 28 Strategic Planning & Regen	Strategic Planning & Regen	Regeneration Officer / Skills Development Programme Officer / Senior Planning (Planning Policy) / Senior Planner (MDT) / Senior Planning (Urban Design & Heritage) (Hourly Rates)	0 - 20 Days	£62.54	£68.85	£6.32	10.10%	n/a	DRS Contract		Increased in line with inflation 10.1%
Re	SPR 29 Strategic Planning & Regen	Strategic Planning & Regen	Regeneration Officer / Skills Development Programme Officer / Senior Planning (Planning Policy) / Senior Planner (MDT) / Senior Planning (Urban Design & Heritage) (Hourly Rates)	Projects 21 - 60 Days	£57.78	£63.62	£5.84	10.10%	n/a	DRS Contract		Increased in line with inflation 10.1%
Re	SPR 30 Strategic Planning & Regen	Strategic Planning & Regen	Regeneration Officer / Skills Development Programme Officer / Senior Planning (Planning Policy) / Senior Planner (MDT) / Senior Planning (Urban Design & Heritage) (Hourly Rates)	Projects 60 days +	£54.66	£60.18	£5.52	10.10%	n/a	DRS Contract		Increased in line with inflation 10.1%
Re	SPR 31 Strategic Planning & Regen	Strategic Planning & Regen	Business Liaison Officer / Town Centre Projects Officer / Management Accountant / Planning Officer (Planning Policy) / Planning Obligations Officer / Planning Officer (Urban Design & Heritage) (Day Rates)	0 - 20 Days	£432.67	£476.37	£43.70	10.10%	n/a	DRS Contract		Increased in line with inflation 10.1%
Re	SPR 32 Strategic Planning & Regen	Strategic Planning & Regen	Business Liaison Officer / Town Centre Projects Officer / Management Accountant / Planning Officer (Planning Policy) / Planning Obligations Officer / Planning Officer (Urban Design & Heritage) (Day Rates)	Projects 21 - 60 Days	£400.22	£440.64	£40.42	10.10%	n/a	DRS Contract		Increased in line with inflation 10.1%
Re	SPR 33 Strategic Planning & Regen	Strategic Planning & Regen	Business Liaison Officer / Town Centre Projects Officer / Management Accountant / Planning Officer (Planning Policy) / Planning Obligations Officer / Planning Officer (Urban Design & Heritage) (Day Rates)	Projects 60 days +	£379.07	£417.36	£38.29	10.10%	n/a	DRS Contract		Increased in line with inflation 10.1%
Re	SPR 34 Strategic Planning & Regen	Strategic Planning & Regen	Business Liaison Officer / Town Centre Projects Officer / Management Accountant / Planning Officer (Planning Policy) / Planning Obligations Officer / Planning Officer (Urban Design & Heritage) (Hourly Rates)	0 - 20 Days	£60.09	£66.16	£6.07	10.10%	n/a	DRS Contract		Increased in line with inflation 10.1%
Re	SPR 35 Strategic Planning & Regen	Strategic Planning & Regen	Business Liaison Officer / Town Centre Projects Officer / Management Accountant / Planning Officer (Planning Policy) / Planning Obligations Officer / Planning Officer (Urban Design & Heritage) (Hourly Rates)	Projects 21 - 60 Days	£55.58	£61.19	£5.61	10.10%	n/a	DRS Contract		Increased in line with inflation 10.1%
Re	SPR 36 Strategic Planning & Regen	Strategic Planning & Regen	Business Liaison Officer / Town Centre Projects Officer / Management Accountant / Planning Officer (Planning Policy) / Planning Obligations Officer / Planning Officer (Urban Design & Heritage) (Hourly Rates)	Projects 60 days +	£52.64	£57.96	£5.32	10.10%	n/a	DRS Contract		Increased in line with inflation 10.1%
Re	SPR 37 Strategic Planning & Regen	Strategic Planning & Regen	Support Officer (Day Rates)	0 - 20 Days	£328.30	£361.46	£33.16	10.10%	n/a	DRS Contract		Increased in line with inflation 10.1%
Re	SPR 38 Strategic Planning & Regen	Strategic Planning & Regen	Support Officer (Day Rates)	Projects 21 - 60 Days	£303.80	£334.48	£30.68	10.10%	n/a	DRS Contract		Increased in line with inflation 10.1%
Re	SPR 39 Strategic Planning & Regen	Strategic Planning & Regen	Support Officer (Day Rates)	Projects 60 days +	£286.62	£315.57	£28.95	10.10%	n/a	DRS Contract		Increased in line with inflation 10.1%
Re	SPR 40 Strategic Planning & Regen	Strategic Planning & Regen	Support Officer (Hourly Rates)	0 - 20 Days	£45.59	£50.20	£4.60	10.10%	n/a	DRS Contract		Increased in line with inflation 10.1%
Re	SPR 41 Strategic Planning & Regen	Strategic Planning & Regen	Support Officer (Hourly Rates)	Projects 21 - 60 Days	£42.19	£46.45	£4.26	10.10%	n/a	DRS Contract		Increased in line with inflation 10.1%
Re	SPR 42 Strategic Planning & Regen	Strategic Planning & Regen	Support Officer (Hourly Rates)	Projects 60 days +	£39.81	£43.83	£4.02	10.10%	n/a	DRS Contract		Increased in line with inflation 10.1%
Re	SPR 43 Strategic Planning & Regen	Strategic Planning & Regen	Support (Day Rates)	0 - 20 Days	£231.42	£254.79	£23.37	10.10%	n/a	DRS Contract		Increased in line with inflation 10.1%
Re	SPR 44 Strategic Planning & Regen	Strategic Planning & Regen	Support (Day Rates)	Projects 21 - 60 Days	£213.98	£235.59	£21.61	10.10%	n/a	DRS Contract		Increased in line with inflation 10.1%
Re	SPR 45 Strategic Planning & Regen	Strategic Planning & Regen	Support (Day Rates)	Projects 60 days +	£202.09	£222.50	£20.41	10.10%	n/a	DRS Contract		Increased in line with inflation 10.1%

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Comments	Additional detail for new charges / above inflation
Re	SPR 46 Strategic Planning & Regen	Strategic Planning & Regen	Support (Hourly Rates)	0 - 20 Days	£32.14	£35.39	£3.25	10.10%	n/a	DRS Contract		Increased in line with inflation 10.1%
Re	SPR 47 Strategic Planning & Regen	Strategic Planning & Regen	Support (Hourly Rates)	Projects 21 - 60 Days	£29.71	£32.71	£3.00	10.10%	n/a	DRS Contract		Increased in line with inflation 10.1%
Re	SPR 48 Strategic Planning & Regen	Strategic Planning & Regen	Support (Hourly Rates)	Projects 60 days +	£28.06	£30.89	£2.83	10.10%	n/a	DRS Contract		Increased in line with inflation 10.1%

Terminology key

Statutory prescribed – legislation provides that the local authority charge for providing a service and either (a) the charge is prescribed (i.e. set eg. £100) or (b) the range is prescribed.

Statutory discretionary (or statutory costs recovery) - legislation provides that you may charge for providing a service but the amount of the charge is discretionary, within the remit of the legislation – the charge may be limited to cost recovery, reasonable cost or based on consideration of prescribed matters eg. consideration of rental value of land for allotments.

Discretionary – here the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011

Fees and Charges 2023/24

Department: **Re**
 Area: **Private Sector Housing**

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Additional detail for new charges / above inflation
Private Sector Housing											
Re	EH 1 Completion of Works	Private Sector Housing	To carry out work(s) in default of a notice recipient	Per case	All costs to be recorded on an hourly rate up to £94.98 from non compliance visit and charged accordingly plus reasonable cost of works	All costs to be recorded on an hourly rate up to £104.57 from non compliance visit and charged accordingly plus reasonable cost of works	£9.59	10.10%	Local Government (Miscellaneous Provisions(Act 1982	Statutory cost recovery	Increased in line with inflation 10.1%
Re	EH 2 Completion of Works	Private Sector Housing	Empty Property Agency Service	Per case	Up to 15% of the cost of the building works, or up to 12.5% of the cost of the building works if the cost of the work is above £75k and up to 10% if the cost of the work is over £100k. Minimum fee £184.37	Up to 15% of the cost of the building works, or up to 12.5% of the cost of the building works if the cost of the work is above £75k and up to 10% if the cost of the work is over £100k. Minimum fee £202.99	£18.62	10.10%	Local Government Act 2003 Localism Act 2011	Discretionary	Increased in line with inflation 10.1%
Re	EH 3 Completion of Works	Private Sector Housing	Voluntary Works In Default Service	Per case	Up to 15% of the cost of the building works, or up to 12.5% of the cost of the building works if the cost of the work is above £75k and up to 10% if the cost of the work is over £100k. Minimum fee £184.37	Up to 15% of the cost of the building works, or up to 12.5% of the cost of the building works if the cost of the work is above £75k and up to 10% if the cost of the work is over £100k. Minimum fee £202.99	£18.62	10.10%	Local Government Act 2003 Localism Act 2011	Discretionary	Increased in line with inflation 10.1%
Re	EH 4 Home Improvement Agency Environmental Health	Private Sector Housing	Enquiry including historical data multiple addresses	Each	On enquiry		£0.00	0.00%	Regulation 8, Environmental Information Regulations 2004	Statutory Discretionary	Increased in line with inflation 10.1%
Re	EH 5 Housing Reports	Private Sector Housing	Inspection of house in multiple occupation and provision of inspection report e.g. HHSRS inspection to meet visa requirements or on a consultancy basis	Each	£333.96 plus hourly rate of up to £94.98 for revisits and/or additional advice	£367.69 plus hourly rate of up to £104.57 for revisits and/or additional advice	£33.73 £9.59	10.10%	Local Government Act 2003 Localism Act 2011	Discretionary	Increased in line with inflation 10.1%
Re	EH 6 Housing Reports	Private Sector Housing	Housing Consultation fee	Each	£108.51 (additional fees charged over two hours at up to £94.98/hour)	£119.47 (additional fees charged over two hours at up to £104.57/hour)	£10.96 £9.59	10.10%	Local Government Act 2003 Localism Act 2011	Discretionary	Increased in line with inflation 10.1%
Re	EH 7 Housing Reports	Private Sector Housing	Rent Repayment Order Support Service	Each	£108.51 (additional fees charged over two hours at up to £94.98/hour)	£119.47 (additional fees charged over two hours at up to £104.57/hour)	£10.96 £9.59	10.10%	Local Government Act 2003 Localism Act 2011	Discretionary	Increased in line with inflation 10.1%
Re	EH 8 Housing Reports	Private Sector Housing	Inspection of single occupied dwelling and provision of inspection report e.g. HHSRS inspection to meet visa requirements or on a consultancy basis	Each	£266.54 plus hourly rate of up to £94.98 for revisits and/or additional advice	£293.46 plus hourly rate of up to £104.57 for revisits and/or additional advice	£26.92 £9.59	10.10%	Local Government Act 2003 Localism Act 2011	Discretionary	Increased in line with inflation 10.1%
Re	EH 9 Housing Reports	Private Sector Housing	HMO Set Up Advice Service	Each	£487.78 plus hourly rate of up to £94.98 for revisits and/or additional advice	£537.05 plus hourly rate of up to £104.57 for revisits and/or additional advice	£49.27 £9.59	10.10%	Local Government Act 2003 Localism Act 2011	Discretionary	Increased in line with inflation 10.1%
Re	EH 10 Housing Reports	Private Sector Housing	Fire risk assessment for standard HMO	Each	£650.02 for a standard HMO plus hourly rate of up to £94.98 for revisits and/or additional advice	£715.67 for a standard HMO plus hourly rate of up to £104.57 for revisits and/or additional advice	£65.65 £9.59	10.10%	Local Government Act 2003 Localism Act 2011	Discretionary	Increased in line with inflation 10.1%
Re	EH 11 Housing Act	Private Sector Housing	Waiver of fee for notices i.e. Improvement Notice, Suspended Improvement Order, Prohibition Order, Emergency Prohibition Order, Suspended Prohibition Order, Emergency Remedial Action excluding the cost of all /any works completed/certificates obtained.	Each	Fee waived if accreditation secured with the London Landlord Accreditation Scheme within 3 months of notice/order service and membership number forwarded to LBB.	Fee waived if accreditation secured with the London Landlord Accreditation Scheme within 3 months of notice/order service and membership number forwarded to LBB.	NA	NA	section 49 Housing Act 2004	Statutory Discretionary	Increased in line with inflation 10.1%
Re	EH 12 Housing Act	Private Sector Housing	Service of an Improvement Notice	Each	£538 for standard construction plus additional costs per hour incurred in relation to tower blocks. Hourly rate up to £94/hour.	£592.34 for standard construction plus additional costs per hour incurred in relation to tower blocks. Hourly rate up to £103.49/hour.	£54.34 £9.49	10.10%	section 49 Housing Act 2004	Statutory Discretionary	Increased in line with inflation 10.1%
Re	EH 13 Housing Act	Private Sector Housing	Service of a Suspended Improvement Notice	Each	£538 for standard construction plus additional costs per hour incurred in relation to tower blocks. Hourly rate up to £94/hour.	£592.34 for standard construction plus additional costs per hour incurred in relation to tower blocks. Hourly rate up to £103.49/hour.	£54.34 £9.49	10.10%	section 49 Housing Act 2004	Statutory Discretionary	Increased in line with inflation 10.1%
Re	EH 14 Housing Act	Private Sector Housing	Service of a Prohibition Order	Each	£467 for standard construction plus additional costs per hour incurred in relation to tower blocks. Hourly rate up to £94/hour.	£514.17 for standard construction plus additional costs per hour incurred in relation to tower blocks. Hourly rate up to £103.49/hour.	£47.17 £9.49	10.10%	section 49 Housing Act 2004	Statutory Discretionary	Increased in line with inflation 10.1%
Re	EH 15 Housing Act	Private Sector Housing	Service of a Suspended Prohibition Order	Each	£505.36 for standard construction plus additional costs per hour incurred in relation to tower blocks. Hourly rate up to £94/hour.	£505.36 for standard construction plus additional costs per hour incurred in relation to tower blocks. Hourly rate up to £103.49/hour.	£46.36 £9.49	10.10%	section 49 Housing Act 2004	Statutory Discretionary	Increased in line with inflation 10.1%
Re	EH 16 Housing Act	Private Sector Housing	Service of an Emergency Prohibition Order	Each	£459 for standard construction plus additional costs per hour incurred in relation to tower blocks. Hourly rate up to £94/hour.	£505.36 for standard construction plus additional costs per hour incurred in relation to tower blocks. Hourly rate up to £103.49/hour.	£46.36 £9.49	10.10%	section 49 Housing Act 2004	Statutory Discretionary	Increased in line with inflation 10.1%
Re	EH 17 Housing Act	Private Sector Housing	Service of a Demolition Order	Each	Cost of administration up to hourly rate of £94.98 plus reasonable cost of works	Cost of administration up to hourly rate of £104.57 plus reasonable cost of works	£9.59	10.10%	section 49 Housing Act 2004	Statutory Discretionary	Increased in line with inflation 10.1%
Re	EH 18 Housing Act	Private Sector Housing	Taking Emergency Remedial Action	Each	£461 plus the reasonable cost of work	£506.63 plus the reasonable cost of work	£45.63	10.10%	section 49 Housing Act 2004	Statutory Discretionary	Increased in line with inflation 10.1%
Re	EH 19 Housing Act	Private Sector Housing	Add on fee to notice/order cost if electrical certificate is obtained	Each	Actual cost plus administration costs up to £54.88/hour.	Actual fee plus administration costs of up to £60.42/hour	£5.54	10.10%	section 49 Housing Act 2004	Statutory Discretionary	Increased in line with inflation 10.1%
Re	EH 20 Housing Act	Private Sector Housing	Add on fee to notice/order cost if a gas certificate is obtained	Each	Actual cost plus administration costs up to £54.88/hour.	Actual fee plus administration costs of up to £60.42/hour	£5.54	10.10%	section 49 Housing Act 2004	Statutory Discretionary	Increased in line with inflation 10.1%
Re	EH 21 Housing Act	Private Sector Housing	Add on fee to notice/order cost if legal advice is obtained e.g. to interpret leasehold/freehold responsibilities	Each	Actual cost plus administration costs up to £54.88/hour.	Actual fee plus administration costs of up to £60.42/hour	£5.54	10.10%	section 49 Housing Act 2004	Statutory Discretionary	Increased in line with inflation 10.1%
Re	EH 22 Housing Act	Private Sector Housing	Add on fee to notice/order cost if a structural engineers report is obtained	Each	Actual cost plus administration costs up to £54.88/hour.	Actual fee plus administration costs of up to £60.42/hour	£5.54	10.10%	section 49 Housing Act 2004	Statutory Discretionary	Increased in line with inflation 10.1%

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Additional detail for new charges / above inflation
Re	EH 22b Housing Act	Private Sector Housing	Add on fee to notice/order cost if a fire engineers report or similar is required in relation to enforcement	Each	Actual fee plus administration costs of up to £54/hour	Actual fee plus administration costs of up to £60.34/hour	£5.46	10.10%	section 49 Housing Act 2004	Statutory Discretionary	Increased in line with inflation 10.1%
Re	EH 23 Housing Act	Private Sector Housing	Copying grant files and postage	Each	£10.13	£11.15	£1.02	10.10%	section 49 Housing Act 2004	Statutory Discretionary	Increased in line with inflation 10.1%
Re	EH 24 Housing Act	Private Sector Housing	Review of Suspended Prohibition Order	Each	£347.66	£382.78	£35.11	10.10%	section 49 Housing Act 2004	Statutory Discretionary	Increased in line with inflation 10.1%
Re	EH 25 Housing Act	Private Sector Housing	Review of Suspended Improvement Notice	Each	£342.40	£376.98	£34.58	10.10%	section 49 Housing Act 2004	Statutory Discretionary	Increased in line with inflation 10.1%
Re	EH 26 Housing Act	Private Sector Housing	Hazard Awareness Notice	Each	£316.06	£347.98	£31.92	10.10%	section 49 Housing Act 2004	Statutory Discretionary	Increased in line with inflation 10.1%
Re	EH 27 Housing Act	Private Sector Housing	Copying enforcement files and postage	Each	11 pence per sheet plus postage costs.	11 pence per sheet plus postage costs.	£0.00	0.00%	section 49 Housing Act 2004	Statutory Discretionary	Increased in line with inflation 10.1%
Re	EH 28 Mandatory HMO Licensing	Private Sector Housing	New Licence fee up to 5 units of accommodation (paper application) for 5 years	Per HMO (F1+F2) Fee 1 Fee 2	£1,404.02 £648.32 £755.70	£1,546 £714 £832	£141.81 £65.48 £76.33	10.10% 10.10% 10.10%	section 63 Housing Act 2004	Statutory Discretionary	Increased in line with inflation 10.1%
Re	EH 29 Mandatory HMO Licensing	Private Sector Housing	Assisted New Licence fee up to 5 units of accommodation (paper application) for 5 years	Per HMO (F1+F2) Fee 1 Fee 2	£1,496.20 £756.71 £739.49	£1,647 £833 £814	£151.12 £76.43 £74.69	10.10% 10.10% 10.10%	section 63 Housing Act 2004	Statutory Discretionary	Increased in line with inflation 10.1%
Re	EH 30 Mandatory HMO Licensing	Private Sector Housing	New Licence fee up to 5 units of accommodation (on-line application - when available) for 5 years	Per HMO (F1+F2) Fee 1 Fee 2	£1,263.21 £583.49 £679.72	£1,391 £642 £748	£127.58 £58.93 £68.65	10.10% 10.10% 10.10%	section 63 Housing Act 2004	Statutory Discretionary	Increased in line with inflation 10.1%
Re	EH 31 Mandatory HMO Licensing	Private Sector Housing	Assisted New Licence fee up to 5 units of accommodation (online application- when available) for 5 years	Per HMO (F1+F2) Fee 1 Fee 2	£1,347.29 £683.78 £663.52	£1,483 £753 £731	£136.08 £69.06 £67.02	10.10% 10.10% 10.10%	section 63 Housing Act 2004	Statutory Discretionary	Increased in line with inflation 10.1%
Re	EH 32 Mandatory HMO Licensing	Private Sector Housing	New HMO Licensing Fee for a 1 year licence (paper application)	Per HMO (F1+F2) Fee 1 Fee 2	£844.84 £633.13 £211.72	£930 £697 £233	£85.33 £63.95 £21.38	10.10% 10.10% 10.10%	section 63 Housing Act 2004	Statutory Discretionary	Increased in line with inflation 10.1%
Re	EH 33 Mandatory HMO Licensing	Private Sector Housing	New HMO Licensing Assisted fee for a 1 year licence (paper application)	Per HMO (F1+F2) Fee 1 Fee 2	£981.60 £769.88 £211.72	£1,081 £848 £233	£99.14 £77.76 £21.38	10.10% 10.10% 10.10%	section 63 Housing Act 2004	Statutory Discretionary	Increased in line with inflation 10.1%
Re	EH 34 Mandatory HMO Licensing	Private Sector Housing	New HMO Licensing Fee for a 1 year licence (on line application)	Per HMO (F1+F2) Fee 1 Fee 2	£782.04 £570.32 £211.72	£861 £628 £233	£78.99 £57.60 £21.38	10.10% 10.10% 10.10%	section 63 Housing Act 2004	Statutory Discretionary	Increased in line with inflation 10.1%
Re	EH 35 Mandatory HMO Licensing	Private Sector Housing	New HMO Licensing Assisted fee for a 1 year licence (on line application)	Per HMO (F1+F2) Fee 1 Fee 2	£901.57 £689.85 £211.72	£993 £760 £233	£91.06 £69.67 £21.38	10.10% 10.10% 10.10%	section 63 Housing Act 2004	Statutory Discretionary	Increased in line with inflation 10.1%
Re	EH 36 Mandatory HMO Licensing	Private Sector Housing	Discount for accredited landlords	Per HMO	10% off fee 1	10% off fee 1	£0.00	0.00%	section 63 Housing Act 2004	Statutory Discretionary	Increased in line with inflation 10.1%
Re	EH 37 Mandatory HMO Licensing	Private Sector Housing	Discount for registered charities	Per HMO	10% off fee 1	10% off fee 1	£0.00	0.00%	section 63 Housing Act 2004	Statutory Discretionary	Increased in line with inflation 10.1%
Re	EH 38 Mandatory HMO Licensing	Private Sector Housing	Renewal fee up to 5 units of accommodation (paper application) for 5 years	Per HMO (F1+F2) Fee 1 Fee 2	£1,235.86 £480.16 £755.70	£1,360.68 £528.66 £832.03	£124.82 £48.50 £76.33	10.10% 10.10% 10.10%	section 63 Housing Act 2004	Statutory Discretionary	Increased in line with inflation 10.1%
Re	EH 39 Mandatory HMO Licensing	Private Sector Housing	Assisted Renewal fee up to 5 units of accommodation (paper application)for 5 years	Per HMO (F1+F2) Fee 1 Fee 2	£1,282.46 £526.76 £755.70	£1,411.99 £579.96 £832.03	£129.53 £53.20 £76.33	10.10% 10.10% 10.10%	section 63 Housing Act 2004	Statutory Discretionary	Increased in line with inflation 10.1%
Re	EH 40 Mandatory HMO Licensing	Private Sector Housing	Renewal fee up to 5 units of accommodation (on-line application, when introduced) for 5 years	Per HMO (F1+F2) Fee 1 Fee 2	£1,112.27 £432.55 £679.72	£1,224.61 £476.24 £748.37	£112.34 £43.69 £68.65	10.10% 10.10% 10.10%	section 63 Housing Act 2004	Statutory Discretionary	Increased in line with inflation 10.1%
Re	EH 41 Mandatory HMO Licensing	Private Sector Housing	Assisted Renewal fee up to 5 units of accommodation (on-line application, when introduced)for 5 years	Per HMO (F1+F2) Fee 1 Fee 2	£1,154.82 £473.07 £681.75	£1,271.46 £520.85 £750.61	£116.64 £47.78 £68.86	10.10% 10.10% 10.10%	section 63 Housing Act 2004	Statutory Discretionary	Increased in line with inflation 10.1%
Re	EH 42 Mandatory HMO Licensing	Private Sector Housing	Renewal fee up to 5 units of accommodation (paper application) for 1 year	Per HMO (F1+F2) Fee 1 Fee 2	£812.43 £481.18 £331.25	£894.49 £529.78 £364.71	£82.06 £48.60 £33.46	10.10% 10.10% 10.10%	section 63 Housing Act 2004	Statutory Discretionary	Increased in line with inflation 10.1%
Re	EH 43 Mandatory HMO Licensing	Private Sector Housing	Assisted Renewal fee up to 5 units of accommodation (paper application)for 1 year	Per HMO (F1+F2) Fee 1 Fee 2	£861.05 £526.76 £334.29	£948.02 £579.96 £368.05	£86.97 £53.20 £33.76	10.10% 10.10% 10.10%	section 63 Housing Act 2004	Statutory Discretionary	Increased in line with inflation 10.1%
Re	EH 44 Mandatory HMO Licensing	Private Sector Housing	HMO Licensing Renewal fee for a 1 year licence (on line application, when introduced)	Per HMO (F1+F2) Fee 1 Fee 2	£645.28 £433.56 £211.72	£710.45 £477.35 £233.10	£65.17 £43.79 £21.38	10.10% 10.10% 10.10%	section 63 Housing Act 2004	Statutory Discretionary	Increased in line with inflation 10.1%

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Additional detail for new charges / above inflation
Re	EH 45 Mandatory HMO Licensing	Private Sector Housing	HMO Licensing Assisted Renewal fee for a 1 year licence (on line application, when introduced)	Per HMO (F1+F2)	£684.79	£753.95	£69.16	10.10%	section 63 Housing Act 2004	Statutory Discretionary	Increased in line with inflation 10.1%
				Fee 1	£473.07	£520.85	£47.78	10.10%			
				Fee 2	£211.72	£233.10	£21.38	10.10%			
Re	EH 46 Mandatory HMO Licensing	Private Sector Housing	Fee associated with an abortive visit	Per HMO	£81.65	£89.90	£8.25	10.10%	section 63 Housing Act 2004	Statutory Discretionary	Increased in line with inflation 10.1%
Re	EH 47 Mandatory HMO Licensing	Private Sector Housing	Each extra unit of accommodation over 5 units (assuming a standard fee is for up to a 5 room HMO)	Per unit	£26.84	£29.56	£2.71	10.10%	section 63 Housing Act 2004	Statutory Discretionary	Increased in line with inflation 10.1%
Re	EH 48 Mandatory HMO Licensing	Private Sector Housing	Licence holder changing nominated manager	Per request	£0.00	£0.00	£0.00	0.00%	section 63 Housing Act 2004	Statutory Discretionary	Increased in line with inflation 10.1%
Re	EH 49 Mandatory HMO Licensing	Private Sector Housing	Change in Licence holder	Per request	new application fee as per EH28 - EH35, above	new application fee as per EH28 - EH35, above	NEW	NEW	section 63 Housing Act 2004	Statutory Discretionary	Increased in line with inflation 10.1%
Re	EH 50 Mandatory HMO Licensing	Private Sector Housing	Recovery fee for dishonoured cheque	Each	£0.00	£0.00	NEW	NEW	section 63 Housing Act 2004	Statutory Discretionary	Increased in line with inflation 10.1%
Re	EH 51 Mandatory HMO Licensing	Private Sector Housing	HMO Licensing pre inspection refund (to cover preliminary administration costs)	Each licence	Fee 2 will not be charged and a refund will be considered if a property has not been inspected. £59.77 will be retained of Fee 1 to cover the Council's administrative costs.	Fee 2 will not be charged and a refund will be considered if a property has not been inspected. £65.81 will be retained of Fee 1 to cover the Council's administrative costs.	£6.04	10.10%	section 63 Housing Act 2004	Statutory Discretionary	Increased in line with inflation 10.1%
Re	EH 52 Mandatory HMO Licensing	Private Sector Housing	HMO Licensing post inspection, where no paperwork is drafted refund (to cover preliminary administration costs and inspecting officer costs)	Each licence	Fee 2 will not be charged. £285.67 will be retained of Fee 1 to cover the Council's administrative costs.	Fee 2 will not be charged. £314.52 will be retained of Fee 1 to cover the Council's administrative costs.	£28.85	10.10%	section 63 Housing Act 2004	Statutory Discretionary	Increased in line with inflation 10.1%
Re	EH 53 Mandatory HMO Licensing	Private Sector Housing	HMO Licensing post inspection refund when the property is found not to be licensable (to cover preliminary administration costs and inspection)	Each licence	Fee 2 will not be charged. £172.21 will be retained of Fee 1 to cover the Council's administrative costs.	Fee 2 will not be charged. £189.61 will be retained of Fee 1 to cover the Council's administrative costs.	£17.40	10.10%	section 63 Housing Act 2004	Statutory Discretionary	Increased in line with inflation 10.1%
Re	EH 54 Mandatory HMO Licensing	Private Sector Housing	Refund clarification for revocations	Each licence	Where an HMO licence is revoked there is no refund	Where an HMO licence is revoked there is no refund	£0.00	0.00%	section 63 Housing Act 2004	Statutory Discretionary	Increased in line with inflation 10.1%
Re	EH 55 Mandatory HMO Licensing	Private Sector Housing	HMO Licensing additional fee for failure to pay 2nd HMO licensing fee within 48 hours of request	Each licence	£15.70 on top of Fee 2	£17.29 on top of Fee 2	£1.59	10.10%	section 63 Housing Act 2004	Statutory Discretionary	Increased in line with inflation 10.1%
Home Improvement Agency											
Re	EH 152 Home Improvement Agency	Care and Repair	Full Home Improvement Agency service	Each	Fees based on sliding percentage rate of cost of works (excluding extended warranties), with splits at; less than £10k - 20% less than £15k - 19% less than £20k - 17% less than £75k - 15% more than £75k - 12.5% Minimum fee £250 (ex VAT)	Fees based on sliding percentage rate of cost of works (excluding extended warranties), with splits at; less than £10k - 20% less than £15k - 19% less than £20k - 17% less than £75k - 15% more than £75k - 12.5% Minimum fee £275 (ex VAT)	increase of £25 to minimum fee	10.00%	The Housing Renewal Grants (Services and Charges) Order 1996	Statutory Discretionary	Increased in line with inflation 10.1%
Re	EH 153 Home Improvement Agency	Care and Repair	Assisted grant process	Each	Fees based on sliding percentage rate of cost of works (excluding extended warranties), with splits at; less than £10k - 15% less than £15k - 14% less than £20k - 12% more than £20k - 10% Minimum fee £250 (ex VAT)	Fees based on sliding percentage rate of cost of works (excluding extended warranties), with splits at; less than £10k - 20% less than £15k - 19% less than £20k - 17% less than £75k - 15% more than £75k - 12.5% Minimum fee £275 (ex VAT)	increase of £25 to minimum fee	10.00%	The Housing Renewal Grants (Services and Charges) Order 1996	Statutory Discretionary	Increased in line with inflation 10.1%

Terminology key

Statutory prescribed – legislation provides that the local authority charge for providing a service and either (a) the charge is prescribed (i.e. set eg. £100) or (b) the range is prescribed.

Statutory discretionary (or statutory costs recovery) - legislation provides that you may charge for providing a service but the amount of the charge is discretionary, within the remit of the legislation – the charge may be limited to cost recovery, reasonable cost or based on consideration of prescribed matters eg. consideration of rental value of land for allotments.

Discretionary – here the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011

Fees and Charges 2023/24

Department: **Re**
 Area: **Land Charges**

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Comments
Re	LC 1 Land Charges	Land Charges	Full Search	Each	£237.65	£261.65	£24.00	10.1%	1. Local Authorities (England)(Charges for Property Searches) Regulations 2008 2. Local Land Charges Rules 1977/985 3. s13A (1) Local Land Charges Act 1975	Statutory Discretionary and Prescribed	Increased in line with inflation 10.1%
Re	LC 2 Land Charges	Land Charges	Expedited 24 hr Full Search	Each	£285.18	£313.98	£28.80	10.1%	1. Local Authorities (England)(Charges for Property Searches) Regulations 2008 2. Local Land Charges Rules 1977/985 3. s13A (1) Local Land Charges Act 1975	Statutory Discretionary and Prescribed	Increased in line with inflation 10.1%
Re	LC 3 Land Charges	Land Charges	Certificate of Search (LLC1)	Each	£76.98	£84.75	£7.77	10.1%	Rule 14 and Schedule 3 item 6(b)(ii) Local Land Charges Rules 1977/985	Statutory Discretionary	Increased in line with inflation 10.1%
Re	LC 4 Land Charges	Land Charges	Additional Enquiries (each)	Each	£52.44	£57.73	£5.29	10.1%	s.5-8 Local Authorities (England)(Charges for Property Searches) Regulations 2008	Statutory Discretionary	Increased in line with inflation 10.1%
Re	LC 5 Land Charges	Land Charges	Extra Parcels of Land (each)	Each	£52.44	£57.73	£5.29	10.1%	Rule 14 and Schedule 3 item 6(b)(ii) Local Land Charges Rules 1977/985	Statutory Discretionary	Increased in line with inflation 10.1%
Re	LC 6 Land Charges	Land Charges	CON29 ONLY	Each	£160.16	£176.33	£16.17	10.1%	s.5-8 Local Authorities (England)(Charges for Property Searches) Regulations 2008	Statutory Discretionary	Increased in line with inflation 10.1%
Re	LC 7 Land Charges	Land Charges	Search refresh - within 93 days of original search	Each	£100.75	£110.92	£10.17	10.1%	1. Local Authorities (England)(Charges for Property Searches) Regulations 2008 2. Local Land Charges Rules 1977/985 3. s13A (1) Local Land Charges Act 1975	Statutory Discretionary and Prescribed	Increased in line with inflation 10.1%
Personal Searches											
One Parcel of Land (view only)											
Re	LC 12 Land Charges	Land Charges	One Parcel of Land (copy of documentation provided)		£29.45	£32.42	£2.97	10.1%	s.8 Environmental Information Regulations 2004	Statutory Discretionary	Increased in line with inflation 10.1%
Re	LC 13 Land Charges	Land Charges	Extra Parcels of Land (each)	Each	£1.60	£1.76	£0.16	10.0%	s.8 Environmental Information Regulations 2004	Statutory Discretionary	Increased in line with inflation 10.1%
Copy of Official Documentation											
Re	LC 14 Land Charges	Land Charges	Copies of Planning Decisions	Each	£32.81	£36.12	£3.31	10.1%	s.5-8 Local Authorities (England)(Charges for Property Searches) Regulations 2008 / s93 of the Local Government Act 2003 - cost recovery	Discretionary	Increased in line with inflation 10.1%
Re	LC 15 Land Charges	Land Charges	Copies of Enforcement Notices	Each	£32.81	£36.12	£3.31	10.1%	s.5-8 Local Authorities (England)(Charges for Property Searches) Regulations 2008 / s93 of the Local Government Act 2003 - cost recovery	Discretionary	Increased in line with inflation 10.1%
Re	LC 16 Land Charges	Land Charges	Tree Preservation Order Full Document	Each	£32.81	£36.12	£3.31	10.1%	s.5-8 Local Authorities (England)(Charges for Property Searches) Regulations 2008 / s93 of the Local Government Act 2003 - cost recovery	Discretionary	Increased in line with inflation 10.1%
Re	LC 17 Land Charges	Land Charges	Listed Buildings	Each	£47.53	£52.33	£4.80	10.1%	s.5-8 Local Authorities (England)(Charges for Property Searches) Regulations 2008 / s93 of the Local Government Act 2003 - cost recovery	Discretionary	Increased in line with inflation 10.1%
Re	LC 18 Land Charges	Land Charges	Light Obstruction Notices	Each	£43.91	£48.34	£4.43	10.1%	Local Land Charges Rules 1977/985, Rule 10 and Schedule 3 items 1-4	Statutory Discretionary	Increased in line with inflation 10.1%
Re	LC 19 Land Charges	Land Charges	Repair Notices	Each	£42.11	£46.36	£4.25	10.1%	Rule 14 and Schedule 3 item 8 Local Land Charges Rules 1977/985	Statutory Discretionary	Increased in line with inflation 10.1%
Re	LC 20 Land Charges	Land Charges	Improvement Grants	Each	£41.85	£46.07	£4.22	10.1%	Rule 14 and Schedule 3 item 8 Local Land Charges Rules 1977/986	Statutory Discretionary	Increased in line with inflation 10.1%
Re	LC 21 Land Charges	Land Charges	Covenants	Each	£41.85	£46.07	£4.22	10.1%	Rule 14 and Schedule 3 item 8 Local Land Charges Rules 1977/987	Statutory Discretionary	Increased in line with inflation 10.1%
Re	LC 22 Land Charges	Land Charges	Agreements	Each	£56.83	£62.56	£5.73	10.1%	Rule 14 and Schedule 3 item 8 Local Land Charges Rules 1977/988	Statutory Discretionary	Increased in line with inflation 10.1%

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Comments
Re	LC 23 Land Charges	Land Charges	Article 4 Directions	Each	£36.16	£39.81	£3.65	10.1%	Rule 14 and Schedule 3 item 8 Local Land Charges Rules 1977/989	Statutory Discretionary	Increased in line with inflation 10.1%
Re	LC 24 Land Charges	Land Charges	Duplicate Searches	Each	£54.24	£59.71	£5.47	10.1%	s93 of the Local Government Act 2003	Discretionary	Increased in line with inflation 10.1%
CON29R Enquires of local authority (2007)											
Planning and Building Regulations											
1.1. Planning and building decisions and pending applications											
Which of the following relating to the property have been granted, issued or refused or (were applicable) are the subject of pending applications?											
Re	LC 25 Land Charges	Land Charges	(a) a planning permission *		£19.11	£21.04	£1.93	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 26 Land Charges	Land Charges	(b) a listed building consent *						S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 27 Land Charges	Land Charges	(c) a conservation area consent *						S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 28 Land Charges	Land Charges	(d) a certificate of lawfulness of existing use or development *						S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 29 Land Charges	Land Charges	(e) a certificate of lawfulness of proposed use or development *						S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 30 Land Charges	Land Charges	(f) building regulations approval		£19.11	£21.04	£1.93	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 31 Land Charges	Land Charges	(g) a building regulation completion certification						S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 32 Land Charges	Land Charges	(h) any building regulations certificate or notice issued in respect of work carried out under a competent person self-certification scheme						S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
1.2. Planning designations and proposals											
Re	LC 33 Land Charges	Land Charges	What designations of land use for the property or the area, and what specific proposals of the property, are contained in any existing or proposed development plan?		£12.92	£14.22	£1.30	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Roads											
2.1 Roadways, footways and footpaths											
Which of the roads, footways and footpaths named in the application for this search (via boxes B and C) are:											
Re	LC 34 Land Charges	Land Charges	(a) highways maintainable at public expense *		£12.92	£14.22	£1.30	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 35 Land Charges	Land Charges	(b) subject to adoption and, supported by a bond and bond waver		£12.92	£14.22	£1.30	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 36 Land Charges	Land Charges	(c) to be made up by a local authority who will reclaim the cost from the frontages		£12.92	£14.22	£1.30	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 37 Land Charges	Land Charges	(d) to be adopted by a local authority without reclaiming the cost from the frontages		£12.92	£14.22	£1.30	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 38 Land Charges	Land Charges	2.2 Is any public right of way which abuts on, or crosses the property, shown in a definitive map or revised definitive map?		£19.37	£21.32	£1.95	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Comments
Re	LC 39 Land Charges	Land Charges	2.3 Are there any pending applications to record a public right of way which abuts or crosses the property, on the register?		£19.37	£21.32	£1.95	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 40 Land Charges	Land Charges	2.4 Are there any legal orders to stop up, or divert, alter or create a public right of way which abuts on, or crosses the property, not yet implemented or shown on a revised definitive map?		£19.37	£21.32	£1.95	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 41 Land Charges	Land Charges	2.5 If so, please attach a plan showing the approximate route.		£19.37	£21.32	£1.95	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Other Matters											
3.1 Land required for public purposes											
Re	LC 42 Land Charges	Land Charges	Is the property included in the land required for public purposes?		£12.92	£14.22	£1.30	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
3.2 Land to be acquired for road works											
Re	LC 43 Land Charges	Land Charges	Is the property included in land to be acquired for road works?		£12.92	£14.22	£1.30	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
3.3 Drainage agreements and consents											
Do either of the following exist in relation to the property?									Barnet Council does not charge for this information		
(a) an agreement to drain buildings in combination into an existing sewer by means of a private sewer **									Barnet Council does not charge for this information		
(b) an agreement or consent for (i) a building, or (ii) extension to a building on the property, to be built over, or in the vicinity of a drain, sewer or disposal main? **									Barnet Council does not charge for this information		
3.4 Nearby road schemes											
Is the property (or will it be) within 200 metres of any of the following?											
Re	LC 44 Land Charges	Land Charges	(a) the centre line of a new trunk road or special road specified in any order, draft order or scheme		£19.63	£21.61	£1.98	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 45 Land Charges	Land Charges	(b) the centre line of a proposed alteration or improvement to an existing road involving construction of a subway, underpass flyover, footbridge, elevated road or dual carriageway		£12.92	£14.22	£1.30	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 46 Land Charges	Land Charges	c) the outer limits of construction works for a proposed alteration or improvement to an existing road involving (i) construction of a roundabout (other than a mini roundabout) or (ii) widening by construction of one additional traffic lanes		£12.92	£14.22	£1.30	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Comments
Re	LC 47 Land Charges	Land Charges	(d) the outer limits of (i) construction of a new road to be built by a local authority (ii) an approved alteration or improvement to an existing road involving construction of a subway, underpass, flyover, footbridge, elevated road or dual carriageway (iii) construction of a roundabout (other than a mini roundabout) or widening by construction or one or more additional traffic lanes.		£12.92	£14.22	£1.30	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 48 Land Charges	Land Charges	(e) the centre line of the line proposed route of the new road under proposals published for public consultation		£12.92	£14.22	£1.30	10.1%	S13A (1) Local Land Charges Act 1975	Statutory - discretionary fee	Increased in line with inflation 10.1%
Re	LC 49 Land Charges	Land Charges	(f) the outer limits of (i) construction of a proposed alteration or improvement to an existing road involving construction of a subway, underpass, flyover, footbridge, elevated road or dual carriageway (ii) construction of a roundabout (other than a mini roundabout) (iii) widening by construction of one or		£12.92	£14.22	£1.30	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
3.5. Nearby railway schemes											
Re	LC 50 Land Charges	Land Charges	Is the property (or will it be) within 200 metres of the centre line of a proposed railway, tram, light railway or monorail?		£12.92	£14.22	£1.30	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
3.6. Traffic schemes											
Has a local authority approved but not yet implemented any of the following for the roads, footways and footpaths (named in box B) which abut the boundaries of the property?											Increased in line with inflation 10.1%
Re	LC 51 Land Charges	Land Charges	(a) permanent stopping up or diversion		£12.92	£14.22	£1.30	10.1%	S13A (1) Local Land Charges Act 1975	Statutory - discretionary fee	Increased in line with inflation 10.1%
Re	LC 52 Land Charges	Land Charges	(b) waiting or loading restrictions		£12.92	£14.22	£1.30	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 53 Land Charges	Land Charges	(c) one way driving		£12.92	£14.22	£1.30	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 54 Land Charges	Land Charges	(d) prohibition of driving		£12.92	£14.22	£1.30	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 55 Land Charges	Land Charges	(e) pedestrianisation		£12.92	£14.22	£1.30	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 56 Land Charges	Land Charges	(f) vehicle width or weight restriction		£12.92	£14.22	£1.30	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 57 Land Charges	Land Charges	(g) traffic calming works including road humps		£12.92	£14.22	£1.30	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 58 Land Charges	Land Charges	(h) residents parking controls		£12.92	£14.22	£1.30	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Comments
Re	LC 59 Land Charges	Land Charges	(i) minor road widening of improvement		£12.92	£14.22	£1.30	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 60 Land Charges	Land Charges	(j) pedestrian crossings		£12.92	£14.22	£1.30	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 61 Land Charges	Land Charges	(k) cycle tracks		£12.92	£14.22	£1.30	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 62 Land Charges	Land Charges	(l) bridge building		£12.92	£14.22	£1.30	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
3.7. Outstanding notices											
Do any statutory notices which relate to the following matters subsist in relation to the property other than those revealed in a response to any other enquiry in this form?											
Re	LC 63 Land Charges	Land Charges	(a) building works		£12.92	£14.22	£1.30	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 64 Land Charges	Land Charges	(b) environment		£12.92	£14.22	£1.30	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 65 Land Charges	Land Charges	(c) health and safety		£12.92	£14.22	£1.30	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 66 Land Charges	Land Charges	(d) housing		£12.92	£14.22	£1.30	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 67 Land Charges	Land Charges	(e) highways		£12.92	£14.22	£1.30	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 68 Land Charges	Land Charges	(f) public health		£12.92	£14.22	£1.30	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
3.8. Contravention of building regulations											
Re	LC 69 Land Charges	Land Charges	Has a local authority authorised in relation to the property any proceedings for the contravention of any provision contained in Building Regulations?		£12.92	£14.22	£1.30	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
3.9 Notices, orders, directions and proceedings under Planning Acts											
Do any of the following subsist in relation to the property, or has a local authority decided to issue, serve, make or commence any of the following?											
Re	LC 70 Land Charges	Land Charges	(a) an enforcement notice		£12.92	£14.22	£1.30	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 71 Land Charges	Land Charges	(b) a stop notice		£12.92	£14.22	£1.30	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 72 Land Charges	Land Charges	(c) a listed building enforcement notice		£12.92	£14.22	£1.30	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 73 Land Charges	Land Charges	(d) a breach of condition notice		£12.92	£14.22	£1.30	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 74 Land Charges	Land Charges	(e) a planning contravention notice		£12.92	£14.22	£1.30	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 75 Land Charges	Land Charges	(f) another notice relation to a breach of planning control		£12.92	£14.22	£1.30	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 76 Land Charges	Land Charges	(g) a listed building repairs notice		£12.92	£14.22	£1.30	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 77 Land Charges	Land Charges	(h) in the case of a listed building deliberately allowed to fall into disrepair, a compulsory purchase order with a direction for minimum compensation		£12.92	£14.22	£1.30	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 78 Land Charges	Land Charges	(i) a building preservation notice		£12.92	£14.22	£1.30	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 79 Land Charges	Land Charges	(j) a direction restricting permitted development		£12.92	£14.22	£1.30	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 80 Land Charges	Land Charges	(k) an order revoking or modifying planning permission		£12.92	£14.22	£1.30	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 81 Land Charges	Land Charges	(l) an order requiring discontinuance of use or alteration or removal of building works		£12.92	£14.22	£1.30	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Comments
Re	LC 82 Land Charges	Land Charges	(m) a tree preservation order		£12.92	£14.22	£1.30	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 83 Land Charges	Land Charges	(n) proceedings to enforce a planning agreement or planning contribution		£12.92	£14.22	£1.30	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
3.10 Community Infrastructure Levy											
Re	LC 84 Land Charges	Land Charges	(a) Is there a CIL charging schedule?		£18.60	£20.47	£1.87	10.1%	s93 of the Local Government Act 2003	Discretionary	Increased in line with inflation 10.1%
Re	LC 85 Land Charges	Land Charges	Yes - There are two charging schedules (i) Mayor of London CIL Charging Schedule (ii) London Borough of Barnet CIL Charging Schedule						S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 86 Land Charges	Land Charges	(b) If, yes, do any of the following subsist in relation to the property, or has a Local Authority decided to issue, serve, make or commence any of the following?:		£18.60	£20.47	£1.87	10.1%	s93 of the Local Government Act 2003	Discretionary	Increased in line with inflation 10.1%
Re	LC 87 Land Charges	Land Charges	(i) a liability notice?						S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 88 Land Charges	Land Charges	(ii) a notice of chargeable development?						S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 89 Land Charges	Land Charges	(iii) a demand notice?						S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 90 Land Charges	Land Charges	(iv) a default liability notice?						S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 91 Land Charges	Land Charges	(v) an assumption of liability notice?						S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 92 Land Charges	Land Charges	(vi) a commencement notice?						S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 93 Land Charges	Land Charges	(c) Has any demand notice been suspended?						S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 94 Land Charges	Land Charges	(d) Has the Local Authority received full or partial payment of any CIL liability?						S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 95 Land Charges	Land Charges	(e) Has the Local Authority received any appeal against any of the above?						S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 96 Land Charges	Land Charges	(f) Has a decision been taken to apply for a liability order?						S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 97 Land Charges	Land Charges	(g) Has a liability order been granted?						S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 98 Land Charges	Land Charges	(h) Have any other enforcement measures been taken?						S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
3.11 Conservation area											
Do the following apply in relation to the property?											
Re	LC 99 Land Charges	Land Charges	(a) the making of the area a conservation area before 31 August 1974		£12.92	£14.22	£1.30	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 100 Land Charges	Land Charges	(b) an unimplemented resolution to designate the area a conservation area		£12.92	£14.22	£1.30	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
3.12 Compulsory purchase											

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Comments
Re	LC 101 Land Charges	Land Charges	Has any enforceable order or decision been made to compulsorily purchase or acquire the property?		£12.92	£14.22	£1.30	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
3.13 Contaminated land											
Do any of the following apply (including any relating land adjacent to or adjoining the property which has been identified as contaminated land because it is in such a condition that harm or pollution of controlled waters might be caused on the property)?											
Re	LC 102 Land Charges	Land Charges	(a) a contaminated land notice		£12.92	£14.22	£1.30	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 103 Land Charges	Land Charges	(b) in relation to a register maintained under section 78R of the Environmental Protection Act 1990		£12.92	£14.22	£1.30	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 104 Land Charges	Land Charges	(i) a decision to make an entry						S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 105 Land Charges	Land Charges	(ii) an entry						S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 106 Land Charges	Land Charges	c) consultation with the owner or occupier of the property conducted under section 78G(3) of the Environmental Protection Act 1990 before the service of a remediation notice		£12.92	£14.22	£1.30	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
3.14 Assets of Community Value											
Re	LC 107 Land Charges	Land Charges	(a) Has the property been nominated as an asset of community value?		£12.14	£13.36	£1.22	10.0%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 108 Land Charges	Land Charges	(i) Is it listed as an asset of community value?						S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 109 Land Charges	Land Charges	(ii) Was it excluded and placed on the "nominated but not listed" list?						S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 110 Land Charges	Land Charges	(iii) Has the listing expired?						S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 111 Land Charges	Land Charges	(iv) Is the Local Authority reviewing or proposing to review the listing?						S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 112 Land Charges	Land Charges	(v) Are there any subsisting appeals against the listing?						S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 113 Land Charges	Land Charges	(b) If the property is listed		£12.14	£13.36	£1.22	10.0%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 114 Land Charges	Land Charges	(i) Has the Local Authority decided to apply to the Land Registry for an entry or cancellation of a restriction in respect of listed land affecting the property?						S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 115 Land Charges	Land Charges	(ii) Has the Local Authority received a notice of disposal?						S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 116 Land Charges	Land Charges	(iii) Has a community interest group requested to be treated as a bidder?						S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
CON 290 Optional enquiries of the Local Authority (2007)											
Re	LC 117 Land Charges	Land Charges	4. Road proposals by private bodies		£26.09	£28.72	£2.63	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 118 Land Charges	Land Charges	5. Advertisements		£26.09	£28.72	£2.63	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Comments
Re	LC 119 Land Charges	Land Charges	6. Completion notices		£26.09	£28.72	£2.63	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 120 Land Charges	Land Charges	7. Parks and Countryside		£26.09	£28.72	£2.63	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 121 Land Charges	Land Charges	8. Pipelines		£26.09	£28.72	£2.63	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 122 Land Charges	Land Charges	9. Houses in multiple occupation		£26.09	£28.72	£2.63	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 123 Land Charges	Land Charges	10. Noise abatement		£26.09	£28.72	£2.63	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 124 Land Charges	Land Charges	11. Urban development areas		£26.09	£28.72	£2.63	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 125 Land Charges	Land Charges	12. Enterprise zones, Local Development Orders & BIDS		£26.09	£28.72	£2.63	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 126 Land Charges	Land Charges	13. Inner urban improvement areas		£26.09	£28.72	£2.63	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 127 Land Charges	Land Charges	14. Simplified planning zones		£26.09	£28.72	£2.63	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 128 Land Charges	Land Charges	15. Land maintenance notices		£26.09	£28.72	£2.63	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 129 Land Charges	Land Charges	16. Mineral Consultation and Safeguarding Areas		£26.09	£28.72	£2.63	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 130 Land Charges	Land Charges	17. Hazardous substance consents		£26.09	£28.72	£2.63	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 131 Land Charges	Land Charges	18. Environmental and pollution notices		£26.09	£28.72	£2.63	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 132 Land Charges	Land Charges	19. Food safety notices		£26.09	£28.72	£2.63	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 133 Land Charges	Land Charges	20. Hedgerow notices		£26.09	£28.72	£2.63	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 134 Land Charges	Land Charges	21. Flood Defence and Land Drainage Consents		£26.09	£28.72	£2.63	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%
Re	LC 135 Land Charges	Land Charges	22. Common land and town or village greens		£26.09	£28.72	£2.63	10.1%	S13A (1) Local Land Charges Act 1975	Discretionary	Increased in line with inflation 10.1%

Terminology key

Statutory prescribed – legislation provides that the local authority charge for providing a service and either (a) the charge is prescribed (i.e. set eg. £100) or (b) the range is prescribed.

Statutory discretionary (or statutory costs recovery) - legislation provides that you may charge for providing a service but the amount of the charge is discretionary, within the remit of the legislation – the charge may be limited to cost recovery, reasonable cost or based on consideration of prescribed matters eg. consideration of rental value of land for allotments.

Discretionary – here the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011

Fees and Charges 2023/24

Department:
Area:

Estates
Colindale Offices

*Please note that these fees were previously charges by half or full day. This has been amended to reflect the lack of demand for this period. All charges are now hourly, with an average hourly rate for prior year identified for comparison purposes only.

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	2022/23 (hourly rate for comparis on only)	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Comments
Whole Conference Room	Proposed rates (Hourly)	Colindale Offices	Hourly (Commercial) (Mon-Fri)	Hourly	n/a	£84.62	£96.00	£11.38	13%	s93 Local Government Act 2003/Localism Act	Discretionary	Rates uplifted by inflation, benchmarking with neighbouring boroughs, and increased utilities and improved facilities.
Whole Conference Room	Proposed rates (Hourly)	Colindale Offices	Hourly (Commercial) (Weekends, Bank Holidays and Unsociable hours)	Hourly	n/a	£84.62	£116.50	£31.88	38%	s93 Local Government Act 2003/Localism Act	Discretionary	As above, but uplifted further for Weekend hire. Not previously separated.
Large Section of Conference Room	Proposed rates (Hourly)	Colindale Offices	Hourly (Commercial) (Mon-Fri)	Hourly	n/a	£61.54	£71.00	£9.46	15%	s93 Local Government Act 2003/Localism Act	Discretionary	Rates uplifted by inflation, benchmarking with neighbouring boroughs, and increased utilities and improved facilities.
Large Section of Conference Room	Proposed rates (Hourly)	Colindale Offices	Hourly (Commercial) (Weekends, Bank Holidays and Unsociable hours)	Hourly	n/a	£61.54	£85.50	£23.96	39%	s93 Local Government Act 2003/Localism Act	Discretionary	As above, but uplifted further for Weekend hire. Not previously separated.
Small Section of Conference Room	Proposed rates (Hourly)	Colindale Offices	Hourly (Commercial) (Mon-Fri)	Hourly	n/a	£26.92	£30.50	£3.58	13%	s93 Local Government Act 2003/Localism Act	Discretionary	Rates uplifted by inflation, benchmarking with neighbouring boroughs, and increased utilities and improved facilities.
Small Section of Conference Room	Proposed rates (Hourly)	Colindale Offices	Hourly (Commercial) (Weekends, Bank Holidays and Unsociable hours)	Hourly	n/a	£26.92	£36.50	£9.58	36%	s93 Local Government Act 2003/Localism Act	Discretionary	As above, but uplifted further for Weekend hire. Not previously separated.
Meeting Room 1	Proposed rates (Hourly)	Colindale Offices	Hourly (Commercial) (Mon-Fri)	Hourly	n/a	£12.69	£25.00	£12.31	97%	s93 Local Government Act 2003/Localism Act	Discretionary	Rates uplifted by inflation, benchmarking with neighbouring boroughs, and increased utilities and improved facilities.
Meeting Room 1	Proposed rates (Hourly)	Colindale Offices	Hourly (Commercial) (Weekends, Bank Holidays and Unsociable hours)	Hourly	n/a	£12.69	£30.00	£17.31	136%	s93 Local Government Act 2003/Localism Act	Discretionary	As above, but uplifted further for Weekend hire. Not previously separated.
Meeting Room 2	Proposed rates (Hourly)	Colindale Offices	Hourly (Commercial) (Mon-Fri)	Hourly	n/a	£7.69	£14.50	£6.81	89%	s93 Local Government Act 2003/Localism Act	Discretionary	Rates uplifted by inflation, benchmarking with neighbouring boroughs, and increased utilities and improved facilities.
Meeting Room 2	Proposed rates (Hourly)	Colindale Offices	Hourly (Commercial) (Weekends, Bank Holidays and Unsociable hours)	Hourly	n/a	£7.69	£17.50	£9.81	128%	s93 Local Government Act 2003/Localism Act	Discretionary	As above, but uplifted further for Weekend hire. Not previously separated.
Meeting Room 3	Proposed rates (Hourly)	Colindale Offices	Hourly (Commercial) (Mon-Fri)	Hourly	n/a	£10.38	£20.50	£10.12	97%	s93 Local Government Act 2003/Localism Act	Discretionary	Rates uplifted by inflation, benchmarking with neighbouring boroughs, and increased utilities and improved facilities.
Meeting Room 3	Proposed rates (Hourly)	Colindale Offices	Hourly (Commercial) (Weekends, Bank Holidays and Unsociable hours)	Hourly	n/a	£10.38	£24.50	£14.12	136%	s93 Local Government Act 2003/Localism Act	Discretionary	As above, but uplifted further for Weekend hire. Not previously separated.
Entire Facility	Proposed rates (Hourly)	Colindale Offices	Hourly (Commercial) (Mon-Fri)	Hourly	n/a	£153.85	£156.00	£2.15	1%	s93 Local Government Act 2003/Localism Act	Discretionary	Sum of individual rooms at new rate
Entire Facility	Proposed rates (Hourly)	Colindale Offices	Hourly (Commercial) (Weekends, Bank Holidays and Unsociable hours)	Hourly	n/a	£153.85	£188.50	£34.65	23%	s93 Local Government Act 2003/Localism Act	Discretionary	Sum of individual rooms at new rate
Whole Conference Room	Proposed rates (Hourly)	Colindale Offices	Hourly (Concessionary) (Mon-Fri)	Hourly	n/a	£16.92	£19.00	£2.08	12%	s93 Local Government Act 2003/Localism Act	Discretionary	Rates uplifted by inflation, benchmarking with neighbouring boroughs, and increased utilities and improved facilities.
Whole Conference Room	Proposed rates (Hourly)	Colindale Offices	Hourly (Concessionary) (Weekends, Bank Holidays and Unsociable hours)	Hourly	n/a	£16.92	£23.50	£6.58	39%	s93 Local Government Act 2003/Localism Act	Discretionary	As above, but uplifted further for Weekend hire. Not previously separated.

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	2022/23 (hourly rate for comparison on only)	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Comments
Large Section of Conference Room	Proposed rates (Hourly)	Colindale Offices	Hourly (Concessionary) (Mon-Fri)	Hourly	n/a	£12.31	£14.00	£1.69	14%	s93 Local Government Act 2003/Localism Act	Discretionary	Rates uplifted by inflation, benchmarking with neighbouring boroughs, and increased utilities and improved facilities.
Large Section of Conference Room	Proposed rates (Hourly)	Colindale Offices	Hourly (Concessionary) (Weekends, Bank Holidays and Unsociable hours)	Hourly	n/a	£12.31	£17.00	£4.69	38%	s93 Local Government Act 2003/Localism Act	Discretionary	As above, but uplifted further for Weekend hire. Not previously separated.
Small Section of Conference Room	Proposed rates (Hourly)	Colindale Offices	Hourly (Concessionary) (Mon-Fri)	Hourly	n/a	£5.38	£6.00	£0.62	11%	s93 Local Government Act 2003/Localism Act	Discretionary	Rates uplifted by inflation, benchmarking with neighbouring boroughs, and increased utilities and improved facilities.
Small Section of Conference Room	Proposed rates (Hourly)	Colindale Offices	Hourly (Concessionary) (Weekends, Bank Holidays and Unsociable hours)	Hourly	n/a	£5.38	£7.50	£2.12	39%	s93 Local Government Act 2003/Localism Act	Discretionary	As above, but uplifted further for Weekend hire. Not previously separated.
Meeting Room 1	Proposed rates (Hourly)	Colindale Offices	Hourly (Concessionary) (Mon-Fri)	Hourly	n/a	£2.54	£5.00	£2.46	97%	s93 Local Government Act 2003/Localism Act	Discretionary	Rates uplifted by inflation, benchmarking with neighbouring boroughs, and increased utilities and improved facilities.
Meeting Room 1	Proposed rates (Hourly)	Colindale Offices	Hourly (Concessionary) (Weekends, Bank Holidays and Unsociable hours)	Hourly	n/a	£2.54	£6.00	£3.46	136%	s93 Local Government Act 2003/Localism Act	Discretionary	As above, but uplifted further for Weekend hire. Not previously separated.
Meeting Room 2	Proposed rates (Hourly)	Colindale Offices	Hourly (Concessionary) (Mon-Fri)	Hourly	n/a	£1.54	£3.00	£1.46	95%	s93 Local Government Act 2003/Localism Act	Discretionary	Rates uplifted by inflation, benchmarking with neighbouring boroughs, and increased utilities and improved facilities.
Meeting Room 2	Proposed rates (Hourly)	Colindale Offices	Hourly (Concessionary) (Weekends, Bank Holidays and Unsociable hours)	Hourly	n/a	£1.54	£3.50	£1.96	128%	s93 Local Government Act 2003/Localism Act	Discretionary	As above, but uplifted further for Weekend hire. Not previously separated.
Meeting Room 3	Proposed rates (Hourly)	Colindale Offices	Hourly (Concessionary) (Mon-Fri)	Hourly	n/a	£2.08	£4.00	£1.92	93%	s93 Local Government Act 2003/Localism Act	Discretionary	Rates uplifted by inflation, benchmarking with neighbouring boroughs, and increased utilities and improved facilities.
Meeting Room 3	Proposed rates (Hourly)	Colindale Offices	Hourly (Concessionary) (Weekends, Bank Holidays and Unsociable hours)	Hourly	n/a	£2.08	£5.00	£2.92	141%	s93 Local Government Act 2003/Localism Act	Discretionary	As above, but uplifted further for Weekend hire. Not previously separated.
Entire Facility	Proposed rates (Hourly)	Colindale Offices	Hourly (Concessionary) (Mon-Fri)	Hourly	n/a	£30.77	£31.00	£0.23	1%	s93 Local Government Act 2003/Localism Act	Discretionary	Rates uplifted by inflation, benchmarking with neighbouring boroughs, and increased utilities and improved facilities.
Entire Facility	Proposed rates (Hourly)	Colindale Offices	Hourly (Concessionary) (Weekends, Bank Holidays and Unsociable hours)	Hourly	n/a	£30.77	£38.00	£7.23	24%	s93 Local Government Act 2003/Localism Act	Discretionary	As above, but uplifted further for Weekend hire. Not previously separated.

Terminology key

Statutory prescribed – legislation provides that the local authority charge for providing a service and either (a) the charge is prescribed (i.e. set eg. £100) or (b) the range is prescribed.

Statutory discretionary (or statutory costs recovery) - legislation provides that you may charge for providing a service but the amount of the charge is discretionary, within the remit of the legislation – the charge may be limited to cost recovery, reasonable cost or based on consideration of prescribed matters eg. consideration of rental value of land for allotments.

Discretionary – here the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011

Fees and Charges 2023/24

Department:

Estates

Area:

Hendon Town Hall Parties, Fairs and Events

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	2022/23 (shown by hour)	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Comments
Council Chamber	Proposed rates (hourly)	Hendon Town Hall	Hourly (Commercial) (Mon-Fri)	Hourly	n/a	£65.00	£82.00	£17.00	26%	s93 Local Government Act 2003/Localism Act	Discretionary	Rates uplifted by inflation, benchmarking with neighbouring boroughs, and increased utilities and improved facilities.
Council Chamber	Proposed rates (hourly)	Hendon Town Hall	Hourly (Commercial) (Weekends, Bank Holidays and Unsociable hours)	Hourly	n/a	£65.00	£95.00	£30.00	46%	s93 Local Government Act 2003/Localism Act	Discretionary	Rates uplifted by inflation, benchmarking with neighbouring boroughs, and increased utilities and improved facilities.
Council Chamber	Proposed rates (hourly)	Hendon Town Hall	Hourly (Concessionary) (Mon-Fri)	Hourly	n/a	n/a	£16.50	n/a	n/a	s93 Local Government Act 2003/Localism Act	Discretionary	Concessionary Rates at HTH New in 23/24
Council Chamber	Proposed rates (hourly)	Hendon Town Hall	Hourly (Concessionary) (Weekends, Bank Holidays and Unsociable hours)	Hourly	n/a	n/a	£19.00	n/a	n/a	s93 Local Government Act 2003/Localism Act	Discretionary	Concessionary Rates at HTH New in 23/24
Committee rooms 1,2	Proposed rates (hourly)	Hendon Town Hall	Hourly (Commercial) (Mon-Fri)	Hourly	n/a	£34.62	£43.50	£8.88	26%	s93 Local Government Act 2003/Localism Act	Discretionary	Rates uplifted by inflation, benchmarking with neighbouring boroughs, and increased utilities and improved facilities.
Committee rooms 1,2	Proposed rates (hourly)	Hendon Town Hall	Hourly (Commercial) (Weekends, Bank Holidays and Unsociable hours)	Hourly	n/a	£53.08	£58.20	£5.12	10%	s93 Local Government Act 2003/Localism Act	Discretionary	Rates uplifted by inflation, benchmarking with neighbouring boroughs, and increased utilities and improved facilities.
Committee rooms 1,2	Proposed rates (hourly)	Hendon Town Hall	Hourly (Concessionary) (Mon-Fri)	Hourly	n/a	n/a	£8.50	n/a	n/a	s93 Local Government Act 2003/Localism Act	Discretionary	Concessionary Rates at HTH New in 23/24
Committee rooms 1,2	Proposed rates (hourly)	Hendon Town Hall	Hourly (Concessionary) (Weekends, Bank Holidays and Unsociable hours)	Hourly	n/a	n/a	£11.50	n/a	n/a	s93 Local Government Act 2003/Localism Act	Discretionary	Concessionary Rates at HTH New in 23/24
Heritage room	Proposed rates (hourly)	Hendon Town Hall	Hourly (Commercial) (Mon-Fri)	Hourly	n/a	£34.62	£43.50	£8.88	26%	s93 Local Government Act 2003/Localism Act	Discretionary	Former Committee Room 3 has been turned into the new Heritage Room
Heritage room	Proposed rates (hourly)	Hendon Town Hall	Hourly (Commercial) (Weekends, Bank Holidays and Unsociable hours)	Hourly	n/a	£46.15	£58.20	£12.05	26%	s93 Local Government Act 2003/Localism Act	Discretionary	Rates uplifted by inflation, benchmarking with neighbouring boroughs, and increased utilities and improved facilities.
Heritage room	Proposed rates (hourly)	Hendon Town Hall	Hourly (Concessionary) (Mon-Fri)	Hourly	n/a	n/a	£8.50	n/a	n/a	s93 Local Government Act 2003/Localism Act	Discretionary	As above
Heritage room	Proposed rates (hourly)	Hendon Town Hall	Hourly (Concessionary) (Weekends, Bank Holidays and Unsociable hours)	Hourly	n/a	n/a	£11.50	n/a	n/a	s93 Local Government Act 2003/Localism Act	Discretionary	As above
Plus Kitchen hire	Proposed rates (hourly)	Hendon Town Hall	Hourly (Commercial) (Mon-Fri)	Hourly	n/a	£19.23	£21.00	£1.77	9%	s93 Local Government Act 2003/Localism Act	Discretionary	Rates uplifted by inflation, benchmarking with neighbouring boroughs, and increased utilities and improved facilities.
Plus Kitchen hire	Proposed rates (hourly)	Hendon Town Hall	Hourly (Commercial) (Weekends, Bank Holidays and Unsociable hours)	Hourly	n/a	£23.08	£27.50	£4.42	19%	s93 Local Government Act 2003/Localism Act	Discretionary	Rates uplifted by inflation, benchmarking with neighbouring boroughs, and increased utilities and improved facilities.
Plus Kitchen hire	Proposed rates (hourly)	Hendon Town Hall	Hourly (Concessionary) (Mon-Fri)	Hourly	n/a	n/a	£4.00	n/a	n/a	s93 Local Government Act 2003/Localism Act	Discretionary	Concessionary Rates at HTH New in 23/24

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	2022/23 (shown by hour)	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Comments
Plus Kitchen hire	Proposed rates (hourly)	Hendon Town Hall	Hourly (Concessionary) (Weekends, Bank Holidays and Unsociable hours)	Hourly	n/a	n/a	£5.50	n/a	n/a	s93 Local Government Act 2003/Localism Act	Discretionary	Concessionary Rates at HTH New in 23/24

Terminology key

Statutory prescribed – legislation provides that the local authority charge for providing a service and either (a) the charge is prescribed (i.e. set eg. £100) or (b) the range is prescribed.

Statutory discretionary (or statutory costs recovery) - legislation provides that you may charge for providing a service but the amount of the charge is discretionary, within the remit of the legislation – the charge may be limited to cost recovery, reasonable cost or based on consideration of prescribed matters eg. consideration of rental value of land for allotments.

Discretionary – here the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011

Fees and Charges 2023/24

Department: Adults and Health
Area: Greenspaces

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Comments	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Additional detail for new charges / above inflation
GT1	Events	Greenspaces	Community Events size 1-100	Per Event (Per Day)	£331.34	£342.94	£11.60	3.5%		S19, Local Government (Miscellaneous Provisions) Act 1976; Local Government Act 2003/Localism Act 2011	Statutory Discretionary / Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit. If any facilities are provided beyond the scope of the 1976 Act the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011.	
GT2	Events	Greenspaces	Community Events size 101-1,000	Per Event (Per Day)	£742.43	£768.42	£25.99	3.5%		S19, Local Government (Miscellaneous Provisions) Act 1976; Local Government Act 2003/Localism Act 2011	Statutory Discretionary / Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit. If any facilities are provided beyond the scope of the 1976 Act the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011.	
GT3	Events	Greenspaces	Community Events size 1,001-2,500	Per Event (Per Day)	£994.38	£1,029.18	£34.80	3.5%		S19, Local Government (Miscellaneous Provisions) Act 1976; Local Government Act 2003/Localism Act 2011	Statutory Discretionary / Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit. If any facilities are provided beyond the scope of the 1976 Act the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011.	
GT4	Events	Greenspaces	Community Events size 2,501-5,000	Per Event (Per Day)	£1,325.72	£1,372.12	£46.40	3.5%		S19, Local Government (Miscellaneous Provisions) Act 1976; Local Government Act 2003/Localism Act 2011	Statutory Discretionary / Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit. If any facilities are provided beyond the scope of the 1976 Act the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011.	
GT5	Events	Greenspaces	All Commercial Events and Community Event size 5,000 +	Per Event (Per Day)	Price on application	Price on application	No change	No change		S19, Local Government (Miscellaneous Provisions) Act 1976; Local Government Act 2003/Localism Act 2011	Statutory Discretionary / Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit. If any facilities are provided beyond the scope of the 1976 Act the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011.	
GT6	Events	Greenspaces	Application Fee (Commercial)	Per Event	£78.00	£80.73	£2.73	3.5%		S19, Local Government (Miscellaneous Provisions) Act 1976; Local Government Act 2003/Localism Act 2011	Statutory Discretionary / Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit. If any facilities are provided beyond the scope of the 1976 Act the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011.	
GT7	Events	Greenspaces	Application Fee (Community Organisation)	Per Event	£0.00	£0.00	£0.00	0.0%		S19, Local Government (Miscellaneous Provisions) Act 1976; Local Government Act 2003/Localism Act 2011	Statutory Discretionary / Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit. If any facilities are provided beyond the scope of the 1976 Act the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011.	
GT8	Events	Greenspaces	Small Fun Fair (Up to 5 rides)	Per Day	£412.46	£426.89	£14.44	3.5%		S19, Local Government (Miscellaneous Provisions) Act 1976; Local Government Act 2003/Localism Act 2011	Statutory Discretionary / Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit. If any facilities are provided beyond the scope of the 1976 Act the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011.	
GT9	Events	Greenspaces	Medium Fun Fair (6-12 rides)	Per Day	£742.43	£768.41	£25.98	3.5%		S19, Local Government (Miscellaneous Provisions) Act 1976; Local Government Act 2003/Localism Act 2011	Statutory Discretionary / Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit. If any facilities are provided beyond the scope of the 1976 Act the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011.	
GT10	Events	Greenspaces	Large Fun Fair (13-19 rides)	Per Event	£1,319.87	£1,366.06	£46.20	3.5%		S19, Local Government (Miscellaneous Provisions) Act 1976; Local Government Act 2003/Localism Act 2011	Statutory Discretionary / Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit. If any facilities are provided beyond the scope of the 1976 Act the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011.	
GT11	Events	Greenspaces	Charity and Community Events	Per Day	80% discount	80% discount	No change	No change	Discount is applied to the appropriate full day rate based on size of event. Applies to GT1 to GT5	S19, Local Government (Miscellaneous Provisions) Act 1976; Local Government Act 2003/Localism Act 2011	Statutory Discretionary / Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit. If any facilities are provided beyond the scope of the 1976 Act the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011.	
GT12	Events	Greenspaces	Non Trading Day costs for events	Per Day	25% discount	25% discount	No change	No change	Discount is applied to the appropriate full day rate based on size of event. Applies to GT1 to GT10	S19, Local Government (Miscellaneous Provisions) Act 1976; Local Government Act 2003/Localism Act 2011	Statutory Discretionary / Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit. If any facilities are provided beyond the scope of the 1976 Act the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011.	
GT13	Events	Greenspaces	Late application fee (Within 4 weeks of a small - medium event)	Per Event	£57.20	£59.20	£2.00	3.5%		S19, Local Government (Miscellaneous Provisions) Act 1976; Local Government Act 2003/Localism Act 2011	Statutory Discretionary / Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit. If any facilities are provided beyond the scope of the 1976 Act the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011.	
GT14	Events	Greenspaces	Late application fee (Within 12 weeks of a medium - large event)	Per Event	£130.00	£134.55	£4.55	3.5%		S19, Local Government (Miscellaneous Provisions) Act 1976; Local Government Act 2003/Localism Act 2011	Statutory Discretionary / Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit. If any facilities are provided beyond the scope of the 1976 Act the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011.	
GT15	Events	Greenspaces	Banner costs	Per Week	£35.39	£36.63	£1.24	3.5%		S19, Local Government (Miscellaneous Provisions) Act 1976; Local Government Act 2003/Localism Act 2011	Statutory Discretionary / Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit. If any facilities are provided beyond the scope of the 1976 Act the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011.	
GT16	Fitness Bookings & Licences	Greenspaces	Sports course bookings (no pavilion) 2hrs max per day	Per Event	£27.00	£27.95	£0.95	3.5%		S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit.	
GT17	Fitness Bookings & Licences	Greenspaces	Sports course bookings (no pavilion) over 2hrs per day	Per Event	£88.06	£70.44	£2.38	3.5%		S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit.	

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Comments	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Additional detail for new charges / above inflation
GT18	Fitness Bookings & Licences	Greenspaces	Fitness programmes i.e. exercise classes. - Min. 20 session booking	Per Event	£13.42	£13.89	£0.47	3.5%		S19, Local Government (Miscellaneous Provisions) Act 1976; Local Government Act 2003/Localism Act 2011	Statutory Discretionary / Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit. If any facilities are provided beyond the scope of the 1976 Act the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011.	
GT19	Fitness Bookings & Licences	Greenspaces	Not for profit fitness programmes - i.e. volunteer led programmes	One off fee, every 6 months	£61.30	£63.44	£2.15	3.5%		S19, Local Government (Miscellaneous Provisions) Act 1976; Local Government Act 2003/Localism Act 2011	Statutory Discretionary / Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit. If any facilities are provided beyond the scope of the 1976 Act the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011.	
GT20	Fitness Bookings & Licences	Greenspaces	Fitness Instructors annual licence	Annual	£312.00	£322.92	£10.92	3.5%		S19, Local Government (Miscellaneous Provisions) Act 1976; Local Government Act 2003/Localism Act 2011	Discretionary – here the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011	New Charge for annual licence for 121 fitness instructors in Parks and Open Spaces
GT21	Miscellaneous Fees and Charges	Greenspaces	Storage room rental small	Per Event	£18.97	£19.63	£0.66	3.5%		S19, Local Government (Miscellaneous Provisions) Act 1976; Local Government Act 2003/Localism Act 2011	Statutory Discretionary / Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit. If any facilities are provided beyond the scope of the 1976 Act the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011.	
GT22	Miscellaneous Fees and Charges	Greenspaces	Storage room rental large	Per Event	£31.80	£32.92	£1.11	3.5%		S19, Local Government (Miscellaneous Provisions) Act 1976; Local Government Act 2003/Localism Act 2011	Statutory Discretionary / Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit. If any facilities are provided beyond the scope of the 1976 Act the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011.	
GT23	Miscellaneous Fees and Charges	Greenspaces	Charge for bounced cheques	Per Event	£64.65	£66.91	£2.26	3.5%		Local Government Act 2003/Localism Act 2011	Discretionary – here the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011	
GT24	Miscellaneous Fees and Charges	Greenspaces	Site Hire (non sporting/non event use)	Hour	£79.01	£81.78	£2.77	3.5%		S19, Local Government (Miscellaneous Provisions) Act 1976; Local Government Act 2003/Localism Act 2011	Statutory Discretionary / Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit. If any facilities are provided beyond the scope of the 1976 Act the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011.	
GT25	Miscellaneous Fees and Charges	Greenspaces	Administration Fee	Hour	£26.34	£27.26	£0.92	3.5%		S19, Local Government (Miscellaneous Provisions) Act 1976; Local Government Act 2003/Localism Act 2011	Discretionary – here the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011	
GT26	Miscellaneous Fees and Charges	Greenspaces	Officer Fee	Hour	£31.61	£32.71	£1.11	3.5%		S19, Local Government (Miscellaneous Provisions) Act 1976; Local Government Act 2003/Localism Act 2011	Statutory Discretionary / Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit. If any facilities are provided beyond the scope of the 1976 Act the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011.	
GT27	Miscellaneous Fees and Charges	Greenspaces	Postage - per set of keys return and or collection	Per Event	£12.84	£13.29	£0.45	3.5%		S19, Local Government (Miscellaneous Provisions) Act 1976; Local Government Act 2003/Localism Act 2011	Discretionary – here the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011	
GT28	Parks Car Parks	Greenspaces	Hendon Park Short Stay Bays - Up to 30 mins	Per Visit	£0.00	£0.00	£0.00	0.0%		S19, Local Government (Miscellaneous Provisions) Act 1976; Local Government Act 2003/Localism Act 2011	Statutory Discretionary / Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit. If any facilities are provided beyond the scope of the 1976 Act the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011.	
GT29	Parks Car Parks	Greenspaces	Hendon Park Short Stay Bays - Up to 1 hour	Per Visit	£1.15	£1.25	£0.10	8.7%	Increased broadly inline with 10.1% rounded down to nearest 5p	S19, Local Government (Miscellaneous Provisions) Act 1976; Local Government Act 2003/Localism Act 2011	Statutory Discretionary / Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit. If any facilities are provided beyond the scope of the 1976 Act the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011.	
GT30	Parks Car Parks	Greenspaces	Hendon Park Short Stay Bays - Up to 2 hours	Per Visit	£1.70	£1.85	£0.15	8.8%	Increased broadly inline with 10.1% rounded down to nearest 5p	S19, Local Government (Miscellaneous Provisions) Act 1976; Local Government Act 2003/Localism Act 2011	Statutory Discretionary / Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit. If any facilities are provided beyond the scope of the 1976 Act the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011.	
GT31	Parks Car Parks	Greenspaces	Hendon Park Short Stay Bays - Up to 3 hours	Per Visit	£2.20	£2.40	£0.20	9.1%	Increased broadly inline with 10.1% rounded down to nearest 5p	S19, Local Government (Miscellaneous Provisions) Act 1976; Local Government Act 2003/Localism Act 2011	Statutory Discretionary / Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit. If any facilities are provided beyond the scope of the 1976 Act the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011.	
GT32	Parks Car Parks	Greenspaces	Hendon Park Long Stay Bays - Up to 4 hours	Per Visit	£5.60	£6.15	£0.55	9.8%	Increased broadly inline with 10.1% rounded down to nearest 5p	S19, Local Government (Miscellaneous Provisions) Act 1976; Local Government Act 2003/Localism Act 2011	Statutory Discretionary / Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit. If any facilities are provided beyond the scope of the 1976 Act the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011.	
GT33	Parks Car Parks	Greenspaces	Hendon Park Long Stay Bays - All Day	Per Visit	£6.70	£7.35	£0.65	9.7%	Increased broadly inline with 10.1% rounded down to nearest 5p	S19, Local Government (Miscellaneous Provisions) Act 1976; Local Government Act 2003/Localism Act 2011	Statutory Discretionary / Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit. If any facilities are provided beyond the scope of the 1976 Act the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011.	
GT34	Parks Car Parks	Greenspaces	Old Courthouse Rec - Up to 30 minutes	Per Visit	£0.00	£0.00	£0.00	0.0%		S19, Local Government (Miscellaneous Provisions) Act 1976; Local Government Act 2003/Localism Act 2011	Statutory Discretionary / Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit. If any facilities are provided beyond the scope of the 1976 Act the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011.	
GT35	Parks Car Parks	Greenspaces	Old Courthouse Rec - Up to 1 hour	Per Visit	£1.05	£1.15	£0.10	9.5%	Increased broadly inline with 10.1% rounded down to nearest 5p	S19, Local Government (Miscellaneous Provisions) Act 1976; Local Government Act 2003/Localism Act 2011	Statutory Discretionary / Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit. If any facilities are provided beyond the scope of the 1976 Act the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011.	

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Comments	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Additional detail for new charges / above inflation
GT60	Pitches & Lettings	Greenspaces	Tennis per court - Adult	Hour	£7.92	£8.00	£0.08	1.0%	Tennis court charging is currently only applied to two locations and the actual fee charged for adults is £7.00 hence the reduced % increase	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit	
GT61	Pitches & Lettings	Greenspaces	Tennis per court - Concessionary Adult & Junior	Hour	£3.93	£4.00	£0.07	1.7%	Tennis court charging is currently only applied to two locations and the actual fee charged for adults is £3.60 hence the reduce % increase	S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit	
GT62	Pitches & Lettings	Greenspaces	Tennis per court - Club/group bookings - Adult (Over 10 bookings VAT exempt)	Hour	£5.90	£6.67	£0.77	13.1%	This charge should be based on VAT saving from GS60. The charge has been amended to align with the correct fee structure	S19, Local Government (Miscellaneous Provisions) Act 1977	Statutory Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit	
GT63	Pitches & Lettings	Greenspaces	Tennis per court - Club/group bookings - Concessionary Adults & Junior (Over 10 bookings VAT exempt)	Hour	£3.01	£3.34	£0.33	11.1%	This charge should be based on VAT saving from GS61. The charge has been amended to align with the correct fee structure	S19, Local Government (Miscellaneous Provisions) Act 1976; Local Government Act 2003/Localism Act 2011	Statutory Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit	
GT64	Pitches & Lettings	Greenspaces	Tennis Coaching annual licence	Annual	£208.00	£215.28	£7.28	3.5%		S19, Local Government (Miscellaneous Provisions) Act 1976; Local Government Act 2003/Localism Act 2011	Statutory Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit	
GT65	Pitches & Lettings	Greenspaces	Cricket casual adult (Inc. Pavilion)	Game	£147.23	£152.38	£5.15	3.5%		S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit	
GT66	Pitches & Lettings	Greenspaces	Cricket casual Junior (Inc. Pavilion)	Game	£74.77	£77.39	£2.62	3.5%		S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit	
GT67	Pitches & Lettings	Greenspaces	Cricket nets adult	Hour	£9.08	£9.40	£0.32	3.5%		S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit	
GT68	Pitches & Lettings	Greenspaces	Cricket nets junior	Hour	£4.45	£4.61	£0.16	3.5%		S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit	
GT69	Pitches & Lettings	Greenspaces	Netball/Multi sport court booking	Per game	£11.57	£11.97	£0.40	3.5%		S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit	
GT70	Pitches & Lettings	Greenspaces	Netball/Multi sport court	hour	£17.12	£17.72	£0.60	3.5%		S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit	
GT71	Pitches & Lettings	Greenspaces	Admin charge for changing dates etc	Per Event	£12.84	£13.29	£0.45	3.5%		Local Government Act 2003/Localism Act 2011	Discretionary – here the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011	
GT72	Pitches & Lettings	Greenspaces	Pavilion with event/sports booking per hour (min charge 2 hrs per day)	Per Event	£18.68	£19.33	£0.65	3.5%		S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit	
GT73	Pitches & Lettings	Greenspaces	Pavilion - without sport booking per hour (min charge 2 hrs per day)	Per Event	£37.93	£39.26	£1.33	3.5%		S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit	
GT74	Schools Pitches and lettings	Greenspaces	LBB Schools Rounders (Inc. pavilion)	Per Game	£25.67	£26.57	£0.90	3.5%		S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit	
GT75	Schools Pitches and lettings	Greenspaces	Non LBB Schools Rugby (Inc. pavilion)	Per Game	£35.51	£36.75	£1.24	3.5%		S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit	
GT76	Schools Pitches and lettings	Greenspaces	Pavilion hire for schools or groups such as cubs and scouts	Session (Max 2 Hours)	£18.68	£19.33	£0.65	3.5%		S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit	
GT77	Schools Pitches and lettings	Greenspaces	LBB Schools Cricket (Inc. pavilion)	Per Game	£41.69	£43.15	£1.46	3.5%		S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit	
GT78	Schools Pitches and lettings	Greenspaces	LBB Schools Football (Inc. pavilion)	Per Game	£27.00	£27.95	£0.95	3.5%		S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit	
GT79	Schools Pitches and lettings	Greenspaces	LBB Schools Rugby (Inc. pavilion)	Per Game	£29.38	£30.40	£1.03	3.5%		S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit	
GT80	Schools Pitches and lettings	Greenspaces	Non LBB Schools Cricket (Inc. pavilion)	Per Game	£44.82	£46.38	£1.57	3.5%		S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit	
GT81	Schools Pitches and lettings	Greenspaces	Non LBB Schools Football (Inc. pavilion)	Per Game	£32.15	£33.28	£1.13	3.5%		S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit	
GT82	Schools Pitches and lettings	Greenspaces	Non LBB Schools Rounders (Inc. pavilion)	Per Game	£28.16	£29.15	£0.99	3.5%		S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit	
GT83	Schools Pitches and lettings	Greenspaces	Site hire (Inc. pavilion) for events/sports days etc	Per Booking	£27.00	£27.95	£0.95	3.5%		S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit	
GT84	Schools Pitches and lettings	Greenspaces	Netball/Multi sport court booking	Per game	£9.08	£9.40	£0.32	3.5%		S19, Local Government (Miscellaneous Provisions) Act 1976	Statutory Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit	
GT85	Sports Markings	Greenspaces	Sports markings - mini soccer pitch, rounders, soft ball or similar (25% discount on additional marking on the same site)	Per Event	£115.94	£120.00	£4.06	3.5%		S19, Local Government (Miscellaneous Provisions) Act 1976; Local Government Act 2003/Localism Act 2011	Statutory Discretionary / Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit. If any facilities are provided beyond the scope of the 1976 Act the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011.	
GT86	Sports Markings	Greenspaces	Sports markings - 8x100m track similar	Per Event	£115.94	£120.00	£4.06	3.5%		S19, Local Government (Miscellaneous Provisions) Act 1976; Local Government Act 2003/Localism Act 2011	Statutory Discretionary / Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit. If any facilities are provided beyond the scope of the 1976 Act the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011.	

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Comments	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Additional detail for new charges / above inflation
GT87	Sports Markings	Greenspaces	Sport markings - 200 m track	Per Event	£218.06	£225.69	£7.63	3.5%		S19, Local Government (Miscellaneous Provisions) Act 1976; Local Government Act 2003/Localism Act 2011	Statutory Discretionary / Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit. If any facilities are provided beyond the scope of the 1976 Act the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011.	
GT88	Sports Markings	Greenspaces	Sport markings - 400 m track	Per Event	£367.63	£380.71	£12.88	3.5%		S19, Local Government (Miscellaneous Provisions) Act 1976; Local Government Act 2003/Localism Act 2011	Statutory Discretionary / Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit. If any facilities are provided beyond the scope of the 1976 Act the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011.	
GT89	Sports Markings	Greenspaces	Additional markings (e.g. relay boxes, markers)	Per Event	£27.00	£27.95	£0.95	3.5%		S19, Local Government (Miscellaneous Provisions) Act 1976; Local Government Act 2003/Localism Act 2011	Statutory Discretionary / Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit. If any facilities are provided beyond the scope of the 1976 Act the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011.	
GT90	Sports Markings	Greenspaces	Over mark for sports markings	Per Event	£40.42	£44.50	£4.08	10.1%	Increased inline with 10.1% in order to ensure service cost are recovered.	S19, Local Government (Miscellaneous Provisions) Act 1976; Local Government Act 2003/Localism Act 2011	Statutory Discretionary / Discretionary – The Authority may provide certain leisure and recreation facilities under the Local Government (Miscellaneous Provisions) Act 1976 either without charge or on such charges as the authority thinks fit. If any facilities are provided beyond the scope of the 1976 Act the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011.	
GT91	Trees Fees and Charges	Greenspaces	Memorial Tree (Standard 45/65 litre, 12-14cm girth)	Per Tree, Species Varies	Price on application	Price on application	No change	No change		Local Government Act 2003/Localism Act 2071	Discretionary – here the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011.	
GT92	Trees Fees and Charges	Greenspaces	Basic Inspection of trees already on the system for verification and/or management recommendations.	Per day	£335.40	£347.14	£11.74	3.5%		Local Government Act 2003/Localism Act 2067	Discretionary – here the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011.	
GT93	Trees Fees and Charges	Greenspaces	Basic Inspection of trees already on the system for verification and/or management recommendations.	Per hour	£50.13	£51.88	£1.75	3.5%		Local Government Act 2003/Localism Act 2068	Discretionary – here the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011.	
GT94	Trees Fees and Charges	Greenspaces	Intermediate Tree Inspection / survey. To include: • Identification • Plotting onto GIS system • Safety and condition assessment • Recommendations and management plans	Per hour	£78.18	£80.92	£2.74	3.5%		Local Government Act 2003/Localism Act 2069	Discretionary – here the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011.	
GT95	Trees Fees and Charges	Greenspaces	Professional Tree Advice - Assessment of development impact on public trees	Per hour	£102.24	£105.82	£3.58	3.5%		Local Government Act 2003/Localism Act 2070	Discretionary – here the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011.	

Terminology key

Statutory prescribed – legislation provides that the local authority charge for providing a service and either (a) the charge is prescribed (i.e. set eg. £100) or (b) the range is prescribed.

Statutory discretionary (or statutory costs recovery) - legislation provides that you may charge for providing a service but the amount of the charge is discretionary, within the remit of the legislation – the charge may be limited to cost recovery, reasonable cost or based on consideration of prescribed matters eg. consideration of rental value of land for allotments.

Discretionary – here the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011

Fees and Charges 2023/24

Department: **Customer & Place**
 Area: **Street Lighting, DLO & EV Charging**

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges from 01/01/23	Change from prior year (actual)	Change from prior year (%)	Comments	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Additional detail for new charges / above inflation
SL1	Install a Banner on a Street Light Column	Street Lighting	Charge applicable to attaching a banner with dual bracket arm to a lighting column	Each	£100.00 to £200.00 (Depending on volumes)	£100.00 to £200.00 (Depending on volumes)	£0.00	0.00%		s115B, s115E Highways Act 1980; Local Government Act 2003; Localism Act 2011	Statutory Discretionary / Discretionary	
SL2	Install a Banner on a Street Light Column, including design and printing	Street Lighting	Charge applicable to designing, printing and attaching a banner with dual bracket arm to a lighting column	Each	£350.00 to £500.00 (Depending on volumes)	£350.00 to £500.00 (Depending on volumes)	£0.00	0.00%		s115B, s115E Highways Act 1980; Local Government Act 2003; Localism Act 2011	Statutory Discretionary / Discretionary	
SL3	Rent of an approved Advertising Banner placed on Street Furniture	Advertising	Weekly Charge applicable to a banner being displayed on street furniture	Weekly Charge per banner	£250.00	£250.00	£0.00	0.00%		s115B, s115E Highways Act 1980; Local Government Act 2003; Localism Act 2011	Statutory Discretionary / Discretionary	
SL4	Electric Vehicle Charging	EV Charging	Per Kilowatt Hour charge for using the Electric Vehicle Charging points	Per Kilowatt Hour	Between 24p and 34p excl vat (depending on Charger Type)	Between 30p excl vat and 45p excl vat (depending on charger type)	6p to 11p excl vat	33.00%	Summer 22 Energy price increase well above inflation at 60% with additional increases expected in the Autumn and March 23. The % increase has been calculated based on the comparison between the proposed maximum charge in each period, so equates to the maximum potential increase.	s115B, s115E Highways Act 1980; Local Government Act 2003; Localism Act 2011	Statutory Discretionary / Discretionary	Energy prices rising above inflation.
SL5	Replacement 10 metre Lighting column	Street Lighting	Replacement double door 10 metre lighting column to accommodate additional attachments	Each	n/a	£3,000.00	n/a	n/a	Where a request is received to authorise attachments to lighting columns which cannot be accommodated without the column being replaced with a new double door column.	s115B, s115E Highways Act 1980; Local Government Act 2003; Localism Act 2011	Statutory Discretionary / Discretionary	

Terminology key

Statutory prescribed – legislation provides that the local authority charge for providing a service and either (a) the charge is prescribed (i.e. set eg. £100) or (b) the range is prescribed.

Statutory discretionary (or statutory costs recovery) - legislation provides that you may charge for providing a service but the amount of the charge is discretionary, within the remit of the legislation – the charge may be limited to cost recovery, reasonable cost or based on consideration of prescribed matters eg. consideration of rental value of land for allotments.

Discretionary – here the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011

Fees and Charges 2023/24

Department: **Customer & Place**
 Area: **Street Scene**

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Comments	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Additional detail for new charges / above inflation
SS1	Recycling and Waste - Wheeled Bins	Street Scene Service Delivery	Charge for 1100 litre bin including delivery. The bin remains property of the Council	Per Bin	£523.96	£550.00	£26.00	4.96%		s46 Environmental Protection Act 1990	Statutory Discretionary	
SS2	Recycling and Waste - Wheeled Bins	Street Scene Service Delivery	Charge for 660 Litre bin including delivery. The bin remains property of the Council	Per Bin	£358.54	£363.52	£4.98	1.39%		s46 Environmental Protection Act 1991	Discretionary	
SS3	Recycling and Waste - Wheeled Bins	Street Scene Service Delivery	Charge for 240 ltr black (refuse) bin including delivery. The bin remains property of the Council	Per Bin	£58.32	£61.31	£2.99	5.13%		s46 Environmental Protection Act 1992	Discretionary	
SS4	Recycling and Waste - Wheeled Bins	Street Scene Service Delivery	Charge for 240 ltr blue (dry recycling) bin including delivery. The bin remains property of the Council	Per Bin	£41.86	£45.85	£3.99	9.53%		s46 Environmental Protection Act 1993	Discretionary	
SS5	Recycling and Waste - Wheeled Bins	Street Scene Service Delivery	Charge for additional 240 ltr blue (dry recycling) bin including delivery. The bin remains property of the Council	Per Bin	£58.32	£61.31	£2.99	5.13%		s46 Environmental Protection Act 1994	Discretionary	
SS6	Recycling and Waste - Wheeled Bins	Street Scene Service Delivery	Charge for 240 ltr green (garden) bin including delivery. The bin remains property of the Council	Per Bin	£58.32	£61.31	£2.99	5.13%		s46 Environmental Protection Act 1995	Discretionary	
SS8	Recycling and Waste - 4 Wheeled Bins	Street Scene Service Delivery	Lid for 4 Wheeled bin	Per Lid	£90.30	£93.91	£3.61	4.00%		s46 & s47 Environmental Protection Act 1990	Statutory Discretionary	
SS9	Recycling and Waste - 2 Wheeled Bins	Street Scene Service Delivery	Lid for 2 Wheeled bin	Per Lid	£15.80	£16.43	£0.63	3.99%		s46 & s47 Environmental Protection Act 1991	Statutory Discretionary	
SS10	Recycling and Waste - 4 Wheeled Bins	Street Scene Service Delivery	Wheel for 4 Wheeled bin	Per Wheel	£20.33	£21.14	£0.81	3.98%		s46 & s47 Environmental Protection Act 1992	Statutory Discretionary	
SS11	Recycling and Waste - 2 Wheeled Bins	Street Scene Service Delivery	Wheel for 2 Wheeled bin	Per Wheel	£16.79	£17.46	£0.67	3.99%		s46 & s47 Environmental Protection Act 1993	Statutory Discretionary	
SS12	Bin Maintenance & Repair Works	Street Scene Service Delivery	Priced work as required by the client (cost defined by time, resources and parts used)	Per hour / Per unit	£80.86 per hour plus parts	£84.09 per hour plus parts	£3.23	4.00%		s46 & s47 Environmental Protection Act 1994	Discretionary	
SS13	Bin Maintenance - developers/managing agents	Street Scene Service Delivery	Bin supply, delivery, rental and maintenance - 4 wheeled bins (5 year contract with bin - year 1)	Per annum	£311.47	£323.92	£12.45	4.00%		s46 & s47 Environmental Protection Act 1995	Statutory Discretionary	
SS14	Bin Maintenance - developers/managing agents	Street Scene Service Delivery	Ongoing bin rental and maintenance - 4 wheeled bins (5 year new bin contract - years 2-5)	Per annum	£103.82	£107.97	£4.15	4.00%		s46 & s47 Environmental Protection Act 1996	Statutory Discretionary	
SS15	Bin Maintenance - developers/managing agents	Street Scene Service Delivery	Ongoing bin rental and maintenance - 4 wheeled bins (5 year contract - bins previously supplied)	Per annum	£76.91	£79.98	£3.07	3.99%		s46 & s47 Environmental Protection Act 1997	Statutory Discretionary	
SS16	Bin Maintenance - developers/managing agents	Street Scene Service Delivery	Bin supply, delivery, rental and maintenance - 2 wheeled bins (5 year contract with bin - year 1)	Per annum	£57.68	£59.98	£2.30	3.99%		s46 & s47 Environmental Protection Act 1998	Statutory Discretionary	
SS17	Bin Maintenance - developers/managing agents	Street Scene Service Delivery	Ongoing bin rental and maintenance - 2 wheeled bins (5 year contract with bin - years 2-5)	Per annum	£23.07	£23.99	£0.92	3.99%		s46 & s47 Environmental Protection Act 1999	Statutory Discretionary	
SS18	Bin Maintenance - developers/managing agents	Street Scene Service Delivery	Ongoing bin rental and maintenance - 2 wheeled bins (5 year contract - bins previously supplied)	Per annum	£19.22	£19.98	£0.76	3.95%		s46 & s47 Environmental Protection Act 2000	Statutory Discretionary	
SS19	Commercial Waste - Refuse Band A (Up to 70Kg)	Street Scene Service Delivery	1100 Litre Bins	Per container	£903.92	£940.07	£36.15	4.00%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS20	Commercial Waste - Refuse Band B (Up to 20Kg)	Street Scene Service Delivery	240 Litre Bins	Per container	£446.48	£464.33	£17.85	4.00%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS21	Commercial Waste - Refuse Band B (Up to 30Kg)	Street Scene Service Delivery	360 Litre Bins	Per container	£561.53	£583.99	£22.46	4.00%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	New Charge for annual licence for 121 fitness instructors in Parks and Open Spaces
SS22	Commercial Waste - Refuse Band B (Up to 60Kg)	Street Scene Service Delivery	660 Litre Bins	Per container	£821.75	£854.62	£32.87	4.00%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS23	Commercial Waste - Refuse Band B (Up to 100Kg)	Street Scene Service Delivery	1100 Litre Bins	Per container	£1,087.44	£1,130.93	£43.49	4.00%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS24	Commercial Waste - Refuse Band C (Up to 100Kg)	Street Scene Service Delivery	660 Litre Bins	Per container	£1,076.48	£1,119.53	£43.05	4.00%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS25	Commercial Waste - Refuse Band C (Up to 150Kg)	Street Scene Service Delivery	1100 Litre Bins	Per container	£1,410.67	£1,467.09	£56.42	4.00%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS26	Commercial Waste - Recycling Band A (Up to 70Kg)	Street Scene Service Delivery	1100 Litre Bins	Per container	£676.57	£703.63	£27.06	4.00%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS27	Commercial Waste - Recycling Band B (Up to 20Kg)	Street Scene Service Delivery	240 Litre Bins	Per container	£394.44	£410.21	£15.77	4.00%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS28	Commercial Waste - Recycling Band B (Up to 30Kg)	Street Scene Service Delivery	360 Litre Bins	Per container	£506.74	£527.00	£20.26	4.00%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS29	Commercial Waste - Recycling Band B (Up to 60Kg)	Street Scene Service Delivery	660 Litre Bins	Per container	£651.91	£677.98	£26.07	4.00%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS30	Commercial Waste - Recycling Band B (Up to 100Kg)	Street Scene Service Delivery	1100 Litre Bins	Per container	£791.62	£823.28	£31.66	4.00%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Comments	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Additional detail for new charges / above inflation
SS31	Commercial Waste - Recycling Band C (Up to 100Kg)	Street Scene Service Delivery	660 Litre Bins	Per container	£791.62	£823.28	£31.66	4.00%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS32	Commercial Waste - Recycling Band C (Up to 150Kg)	Street Scene Service Delivery	1100 Litre Bins	Per container	£961.44	£999.89	£38.45	4.00%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS33	Commercial Waste - Food Waste	Street Scene Service Delivery	240 Litre Bins	Per container	£849.14	£883.10	£33.96	4.00%		s45(4), s47 Environmental Protection Act 1990	Statutory Discretionary	
SS34	Commercial Waste - Garden Waste	Street Scene Service Delivery	240 Litre Bins	Per container	£451.96	£225.98	£-225.98	-50.00%		s45(4), s47 Environmental Protection Act 1990	Statutory Discretionary	
SS35	Collection Only - Recycling & Waste (Schools)	Street Scene Service Delivery	240 Litre Bins	Per container	£388.96	£404.51	£15.55	4.00%		s45-47 Environmental Protection Act 1990; Schedule 1, Controlled Waste (England & Wales) Regulations 2012	Statutory Discretionary	
SS36	Collection Only - Recycling & Waste (Schools)	Street Scene Service Delivery	360 Litre Bins	Per container	£460.18	£478.58	£18.40	4.00%		s45-47 Environmental Protection Act 1990; Schedule 1, Controlled Waste (England & Wales) Regulations 2012	Statutory Discretionary	
SS37	Collection Only - Recycling & Waste (Schools)	Street Scene Service Delivery	660 Litre Bins	Per container	£586.18	£609.62	£23.44	4.00%		s45-47 Environmental Protection Act 1990; Schedule 1, Controlled Waste (England & Wales) Regulations 2012	Statutory Discretionary	
SS38	Collection Only - Recycling & Waste (Schools)	Street Scene Service Delivery	1100 Litre Bins	Per container	£665.61	£692.23	£26.62	4.00%		s45-47 Environmental Protection Act 1990; Schedule 1, Controlled Waste (England & Wales) Regulations 2012	Statutory Discretionary	
SS39	Commercial Collection Only Food Waste	Street Scene Service Delivery	140 Litre Bins	Per container	£388.96	£404.51	£15.55	4.00%		s45-47 Environmental Protection Act 1990; Schedule 1, Controlled Waste (England & Wales) Regulations 2012	Statutory Discretionary	
SS40	Commercial Collection Only Food Waste	Street Scene Service Delivery	240 Litre Bins	Per container	£388.96	£404.51	£15.55	4.00%		s45-47 Environmental Protection Act 1990; Schedule 1, Controlled Waste (England & Wales) Regulations 2012	Statutory Discretionary	
SS41	Commercial Collection Only Garden waste	Street Scene Service Delivery	240 Litre Bins	Per container	£388.96	£404.51	£15.55	4.00%		s45-47 Environmental Protection Act 1990; Schedule 1, Controlled Waste (England & Wales) Regulations 2012	Statutory Discretionary	
SS42	Commercial Waste - attend & empty first container (including contaminated recycling)	Street Scene Service Delivery	1100 Litre Refuse Bins	Per container	£116.77	£121.44	£4.67	4.00%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS43	Commercial Waste - each additional container (including contaminated recycling)	Street Scene Service Delivery	1100 Litre Refuse Bins	Per container	£34.83	£36.22	£1.39	3.99%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS44	Commercial Waste - attend & empty first container (including contaminated recycling)	Street Scene Service Delivery	660 Litre Refuse Bins	Per container	£102.84	£106.95	£4.11	4.00%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS45	Commercial Waste - each additional container (including contaminated recycling)	Street Scene Service Delivery	660 Litre Refuse Bins	Per container	£20.89	£21.72	£0.83	3.97%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS46	Commercial Waste - attend & empty first container (including contaminated recycling)	Street Scene Service Delivery	360 Litre Refuse Bins	Per container	£95.87	£99.70	£3.83	3.99%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS47	Commercial Waste - each additional container (including contaminated recycling)	Street Scene Service Delivery	360 Litre Refuse Bins	Per container	£13.93	£14.48	£0.55	3.95%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS48	Commercial Waste - attend & empty first container (including contaminated recycling)	Street Scene Service Delivery	240 Litre Refuse Bins	Per container	£92.38	£96.07	£3.69	3.99%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS49	Commercial Waste - each additional container (including contaminated recycling)	Street Scene Service Delivery	240 Litre Refuse Bins	Per container	£10.45	£10.86	£0.41	3.92%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS50	Commercial Waste - attend & empty first container	Street Scene Service Delivery	1100 Litre Recycling Bins	Per container	£108.06	£112.38	£4.32	4.00%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS51	Commercial Waste - each additional container	Street Scene Service Delivery	1100 Litre Recycling Bins	Per container	£26.11	£27.15	£1.04	3.98%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS52	Commercial Waste - attend & empty first container	Street Scene Service Delivery	660 Litre Recycling Bins	Per container	£97.60	£101.50	£3.90	4.00%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS53	Commercial Waste - each additional container	Street Scene Service Delivery	660 Litre Recycling Bins	Per container	£15.66	£16.28	£0.62	3.96%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS54	Commercial Waste - attend & empty first container	Street Scene Service Delivery	360 Litre Recycling Bins	Per container	£92.38	£96.07	£3.69	3.99%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS55	Commercial Waste - each additional container	Street Scene Service Delivery	360 Litre Recycling Bins	Per container	£10.45	£10.86	£0.41	3.92%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS56	Commercial Waste - attend & empty first container	Street Scene Service Delivery	240 Litre Recycling Bins	Per container	£89.77	£93.36	£3.59	4.00%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS57	Commercial Waste - each additional container	Street Scene Service Delivery	240 Litre Recycling Bins	Per container	£9.03	£9.39	£0.36	3.99%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS58	Collection Only - attend & empty first container (including contaminated recycling)	Street Scene Service Delivery	1100 Litre Recycling/Refuse Bins	Per container	£93.55	£97.29	£3.74	4.00%		s45-47 Environmental Protection Act 1990; Schedule 1, Controlled Waste (England & Wales) Regulations 2012	Statutory Discretionary	
SS59	Collection Only - each additional container (including contaminated recycling)	Street Scene Service Delivery	1100 Litre Recycling/Refuse Bins	Per container	£25.54	£26.56	£1.02	3.99%		s45-47 Environmental Protection Act 1990; Schedule 1, Controlled Waste (England & Wales) Regulations 2012	Statutory Discretionary	
SS60	Collection Only - attend & empty first container (including contaminated recycling)	Street Scene Service Delivery	660 Litre Recycling/Refuse Bins	Per container	£88.91	£92.46	£3.55	3.99%		s45-47 Environmental Protection Act 1990; Schedule 1, Controlled Waste (England & Wales) Regulations 2012	Statutory Discretionary	

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Comments	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Additional detail for new charges / above inflation
SS61	Collection Only - each additional container (including contaminated recycling)	Street Scene Service Delivery	660 Litre Recycling/Refuse Bins	Per container	£15.32	£15.93	£0.61	3.98%		s45-47 Environmental Protection Act 1990; Schedule 1, Controlled Waste (England & Wales) Regulations 2012	Statutory Discretionary	
SS62	Collection Only - attend & empty first container (including contaminated recycling)	Street Scene Service Delivery	360 Litre Recycling/Refuse Bins	Per container	£86.58	£90.04	£3.46	4.00%		s45-47 Environmental Protection Act 1990; Schedule 1, Controlled Waste (England & Wales) Regulations 2012	Statutory Discretionary	
SS63	Collection Only - each additional container (including contaminated recycling)	Street Scene Service Delivery	360 Litre Recycling/Refuse Bins	Per container	£11.14	£11.58	£0.44	3.95%		s45-47 Environmental Protection Act 1990; Schedule 1, Controlled Waste (England & Wales) Regulations 2012	Statutory Discretionary	
SS64	Collection Only - attend & empty first container (including contaminated recycling)	Street Scene Service Delivery	240 Litre Recycling/Refuse Bins	Per container	£85.43	£88.84	£3.41	3.99%		s45-47 Environmental Protection Act 1990; Schedule 1, Controlled Waste (England & Wales) Regulations 2012	Statutory Discretionary	
SS65	Collection Only - each additional container (including contaminated recycling)	Street Scene Service Delivery	240 Litre Recycling/Refuse Bins	Per container	£8.59	£8.93	£0.34	3.96%		s45-47 Environmental Protection Act 1990; Schedule 1, Controlled Waste (England & Wales) Regulations 2012	Statutory Discretionary	
SS66	Commercial Refuse	Street Scene Service Delivery	Refuse Sacks	Per 52	£90.39	£94.00	£3.61	3.99%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS67	Commercial Refuse	Street Scene Service Delivery	Refuse Sacks	Per 104	£173.12	£180.04	£6.92	4.00%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS68	Commercial Refuse	Street Scene Service Delivery	Refuse Sacks	Per 208	£328.70	£341.84	£13.14	4.00%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS69	Commercial Refuse	Street Scene Service Delivery	Premium Sacks	Per 52	£145.17	£150.97	£5.80	4.00%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS70	Commercial Refuse	Street Scene Service Delivery	Premium Sacks	Per 104	£282.68	£293.98	£11.30	4.00%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS71	Commercial Refuse	Street Scene Service Delivery	Premium Sacks	Per 208	£547.83	£569.74	£21.91	4.00%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS72	Commercial Recycling	Street Scene Service Delivery	Recycling Sacks	Per 52	£74.51	£77.49	£2.98	4.00%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS73	Commercial Recycling	Street Scene Service Delivery	Recycling Sacks	Per 104	£142.44	£148.13	£5.69	3.99%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS74	Commercial Recycling	Street Scene Service Delivery	Recycling Sacks	Per 208	£271.72	£282.58	£10.86	4.00%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS75	Commercial Recycling	Street Scene Service Delivery	Cardboard Recycling Strips	Per 50	£60.58	£63.00	£2.42	3.99%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS76	Commercial Recycling	Street Scene Service Delivery	Cardboard Recycling Strips	Per 100	£115.89	£120.52	£4.63	4.00%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS77	Commercial Recycling	Street Scene Service Delivery	Cardboard Recycling Strips	Per 200	£221.24	£230.08	£8.84	4.00%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS78	Commercial Bin Replacement	Street Scene Service Delivery	1100 Litre Bin - Lost/stolen/broken	Per unit	£360.98	£375.41	£14.43	4.00%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS79	Commercial Bin Replacement	Street Scene Service Delivery	660 Litre Bin - Lost/stolen/broken	Per unit	£214.09	£222.65	£8.56	4.00%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS80	Commercial Bin Replacement	Street Scene Service Delivery	360 Litre Bin - Lost/stolen/broken	Per unit	£71.32	£74.17	£2.85	4.00%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS81	Commercial Bin Replacement	Street Scene Service Delivery	240 Litre Bin - Lost/stolen/broken	Per unit	£45.49	£47.30	£1.81	3.98%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS82	Commercial Bin Delivery or Collection	Street Scene Service Delivery	4 wheeled bin	Per bin	£54.52	£56.70	£2.18	4.00%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS83	Commercial Bin Delivery or Collection	Street Scene Service Delivery	2 wheeled bin	Per bin	£27.12	£28.20	£1.08	3.98%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS84	Event/Fete Bins - delivery & collection from site	Street Scene Service Delivery	6 to 10 bins delivered & collected	Per event	£326.59	£339.65	£13.06	4.00%		s45-47 Environmental Protection Act 1990	Discretionary	
SS85	Event/Fete Bins - delivery & collection from site	Street Scene Service Delivery	Up to 5 bins delivered & collected	Per event	£218.61	£227.35	£8.74	4.00%		s45-47 Environmental Protection Act 1991	Discretionary	
SS86	Commercial Refuse - Compactor Skip	Street Scene Service Delivery	Weekly collection of up to a tonne of waste	Per annum	£15,855.48	£16,489.69	£634.21	4.00%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS87	Commercial Refuse - Compactor Skip	Street Scene Service Delivery	Overweight - only applied to weight after 1 tonne	Per tonne	£131.16	£136.40	£5.24	4.00%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS88	Collection Only - Compactor Skip	Street Scene Service Delivery	Collection only charge for additional collections	Per annum	£14,148.77	£14,714.72	£565.95	4.00%		s45-47 Environmental Protection Act 1990; Schedule 1 Controlled Waste (England & Wales) Regulations 2012	Statutory Discretionary	
SS89	Barnet Allotments 12 Yard Skip (2 Weeks maximum on site)	Street Scene Service Delivery	Collection of up to a tonne of green waste	Per skip	£290.29	£301.90	£11.61	4.00%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS90	Barnet Allotments 12 Yard Skip (2 Weeks maximum on site)	Street Scene Service Delivery	Overweight - applied to weight after 1 tonne	Per tonne	£76.38	£79.43	£3.05	3.99%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS91	Barnet Allotments 12 Yard Skip(2 Weeks maximum on site)	Street Scene Service Delivery	Contaminated - applied to complete load	Per tonne	£54.52	£56.70	£2.18	4.00%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS92	Skip Charges - Internal Clients 12 Yard Skip (2 Weeks maximum on site)	Street Scene Service Delivery	Single collection - materials up to 1 tonnes	Per skip	£290.29	£301.90	£11.61	4.00%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS93	Skip Charges - Internal Clients(2 Weeks maximum on site)	Street Scene Service Delivery	Overweight - applied to weight after 1 tonne	Per tonne	£96.81	£100.68	£3.87	4.00%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS94	16 Yard Skip Charges - External clients(2 Weeks maximum on site)	Street Scene Service Delivery	Single collection - light/medium weights up to 1.5 tonnes	Per skip	£350.00	£364.00	£14.00	4.00%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS95	12 Yard Skip Charges - External clients(2 Weeks maximum on site)	Street Scene Service Delivery	Single collection - light/medium weights up to 1.25 tonnes	Per skip	£290.00	£301.60	£11.60	4.00%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS96	8 Yard Skip Charges - External clients(2 Weeks maximum on site)	Street Scene Service Delivery	Single collection - medium/heavy materials up to 1 tonnes	Per skip	£235.00	£244.40	£9.40	4.00%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Comments	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Additional detail for new charges / above inflation
SS97	6 Yard Skip Charges - External clients(2 Weeks maximum on site)	Street Scene Service Delivery	Single collection - medium/heavy materials up to 0.75 tonnes	Per skip	£205.00	£213.20	£8.20	4.00%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS98	Skip Charges - External clients(2 Weeks maximum on site)	Street Scene Service Delivery	Overweight - applied to skip weights exceeding the prescribed limits	Per tonne	£131.16	£136.40	£5.24	4.00%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS99	Grab Lorry Hire - All clients	Street Scene Service Delivery	Grab Lorry Service Charge (minimum booking 3.5 hours)	Per hour	£105.35	£109.56	£4.21	4.00%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS100	Grab Lorry Hire - All clients	Street Scene Service Delivery	Grab Lorry Disposal costs	Per tonne	£131.16	£136.40	£5.24	4.00%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS101	Additional Commercial Waste Clearance Services	Street Scene Service Delivery	Priced work as required by the client (cost defined by tonnages, time taken and resources used)	Per tonne/ Per hour / Per unit	£129.48 per tonne plus resources	£134.65	£5.17	4.00%		s45-47 Environmental Protection Act 1990; s93 Local Government Act 2003	Discretionary	
SS102	Commercial Agreement Non-Payment	Street Scene Service Delivery	Stopped collections administration charge	Per process	£52.68	£54.78	£2.10	3.99%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS103	Commercial Agreement Non-Payment	Street Scene Service Delivery	Bin removal or bin return charge	Per action	£54.62	£56.80	£2.18	3.99%		s47 Environmental Protection Act 1990	Statutory Discretionary	
SS104	Bin Maintenance - commercial customers	Street Scene Service Delivery	4 wheeled bin charge	Per annum	£96.14	£99.98	£3.84	3.99%		s47 Environmental Protection Act 1991	Statutory Discretionary	
SS105	Bin Maintenance - commercial customers	Street Scene Service Delivery	2 wheeled bin charge	Per annum	£65.36	£67.97	£2.61	3.99%		s47 Environmental Protection Act 1992	Statutory Discretionary	
SS106	Bin Washing Service - commercial customers	Street Scene Service Delivery	4 wheeled bin charge	Per wash	£21.07	£21.91	£0.84	3.99%		s47 Environmental Protection Act 1993	Statutory Discretionary	
SS107	Bin Washing Service - commercial customers	Street Scene Service Delivery	2 wheeled bin charge	Per wash	£10.54	£10.96	£0.42	3.98%		s47 Environmental Protection Act 1994	Statutory Discretionary	
SS108	Clinical waste collection	Street Scene Service Delivery	Individual user in own home (per bag, sharp or box)	Per unit collected	Free	Free	£0.00	0.00%		s45-47 Environmental Protection Act 1990; Schedule 1 Controlled Waste (England & Wales) Regulations 2012	Statutory Discretionary	
SS109	Clinical waste collection	Street Scene Service Delivery	Residential care homes or similar (per bag, sharps or box)	Per unit collected	£37.10	£38.58	£1.48	3.99%		s45-47 Environmental Protection Act 1990; Schedule 1 Controlled Waste (England & Wales) Regulations 2012	Statutory Discretionary	
SS110	Removal of dead domestic animals (private dwellings)	Street Scene Service Delivery	Charge for removal	Per animal	£69.19	£72.64	£3.45	4.99%		s45-47 Environmental Protection Act 1990; Schedule 1 Controlled Waste (England & Wales) Regulations 2012	Statutory Discretionary	
SS111	Graffiti removal	Street Scene Service Delivery	Charge for 1st square metre	Per area	£69.19	£72.64	£3.45	4.99%		s93 Local Government Act 2003	Discretionary	
SS112	Graffiti removal	Street Scene Service Delivery	Charge for each additional square metre	Per area	£81.37	£85.43	£4.06	4.99%		s93 Local Government Act 2004	Discretionary	
SS113	Commercial Agreement Administration	Street Scene Service Delivery	Customer initiated activity (account changes)	Per process	£26.33	£27.38	£1.05	3.99%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS114	Commercial Agreement Administration	Street Scene Service Delivery	Contract termination charge (un-notified)	Per process	10% of annual service costs	10% of annual service costs	£0.00	0.00%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS115	Bulky & electrical items collection (Domestic Households)	Street Scene Service Delivery	Prepaid charge for removal of up to 3 non electrical items of rubbish or furniture (an additional £10 for each subsequent item up to a maximum of 10 items)	Up to 3 items	£35 up to £105	£35 up to £105	£0.00	0.00%		s45-47 Environmental Protection Act 1990; Schedule 1 Controlled Waste (England & Wales) Regulations 2012	Statutory Discretionary	
SS116	Bulky & electrical items collection (Domestic Households)	Street Scene Service Delivery	An additional item - up to 10	Per additional item	£10.00	£10.00	£0.00	0.00%		s45-47 Environmental Protection Act 1990; Schedule 1 Controlled Waste (England & Wales) Regulations 2012	Statutory Discretionary	
SS117	Commercial Services Administration	Street Scene Service Delivery	Copy of WTN provided	Per Record	£10.40	£10.81	£0.41	3.94%		s45-47 Environmental Protection Act 1990; Local Government Act 2003	Discretionary	
SS118	Commercial Services Administration	Street Scene Service Delivery	Delivery of commercial refuse sacks	Per Delivery	£5.20	£5.40	£0.20	3.85%		s45-47 Environmental Protection Act 1990; Local Government Act 2003	Discretionary	
SS119	Recycling and Waste - Wheeled Bins	Street Scene Service Delivery	Collection Only Band S2	1100 Litre Bins	£811.20	£843.64	£32.44	4.00%		s45-47 Environmental Protection Act 1990; Schedule 1 Controlled Waste (England & Wales) Regulations 2012	Statutory Discretionary	
SS120	Recycling and Waste - Wheeled Bins	Street Scene Service Delivery	Commercial Waste - Refuse Band A* (Up to 40Kg)	1100 Litre Bins	£774.43	£805.40	£30.97	4.00%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS121	Recycling and Waste - Wheeled Bins	Street Scene Service Delivery	Commercial Waste - Refuse Band D (Up to 200Kg)	1100 Litre Bins	£1,678.64	£1,745.78	£67.14	4.00%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS122	Recycling and Waste - Wheeled Bins	Street Scene Service Delivery	Commercial Waste - Recycling Band A* (Up to 40Kg)	1100 Litre Bins	£575.41	£598.42	£23.01	4.00%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS123	Recycling and Waste - Wheeled Bins	Street Scene Service Delivery	Commercial Waste - Recycling Band D (Up to 200Kg)	1100 Litre Bins	£1,168.13	£1,214.85	£46.72	4.00%		s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS124	Skip Charges - All Clients	Street Scene Service Delivery	Skip Charges - All Clients - Skips Licensed to be on the street for up to 2 weeks	Skips	£60.00	£60.00	£0.00	0.00%		s139 Highways Act 1980; Local Authorities (Transport Charges) Regulations 1998;	Statutory Discretionary	
SS125	Skip Charges - All Clients	Street Scene Service Delivery	Skip Charges - All Clients - Skips Licencing Fee 1 month	Skips	£120.00	£120.00	£0.00	0.00%		s139 Highways Act 1980; Local Authorities (Transport Charges) Regulations 1998;	Statutory Discretionary	
SS126	Skip Charges - All Clients	Street Scene Service Delivery	Skip Charges - All Clients - Skips Parking Bay Suspension Fee	Per Skip/Day	£40.00	£40.00	£0.00	0.00%		s139 Highways Act 1980; Local Authorities (Transport Charges) Regulations 1998; s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS127	Skip Charges - All Clients	Street Scene Service Delivery	Skip Charges - All Clients - Skips Parking Bay Suspension Fee	Per Skip/Day	£55.00	£55.00	£0.00	0.00%		s139 Highways Act 1980; Local Authorities (Transport Charges) Regulations 1998; s45-47 Environmental Protection Act 1990	Statutory Discretionary	
SS128	Garden Waste	Street Scene Service Delivery	Chargeable Garden Waste Collection - 1st Bin annual charge	Per Container	£70.00	£70.00	£0.00	0.00%		s45-47 Environmental Protection Act 1990; Schedule 1 Controlled Waste (England & Wales) Regulations 2012	Statutory Discretionary	

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Comments	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Additional detail for new charges / above inflation
SS129	Garden Waste	Street Scene Service Delivery	Chargeable Garden Waste Collection - Per Additional Bin annual charge	Per Container	£50.00	£50.00	£0.00	0.00%		s45-47 Environmental Protection Act 1990; Schedule 1 Controlled Waste (England & Wales) Regulations 2012	Statutory Discretionary	
SS130	Garden Waste	Street Scene Service Delivery	Chargeable Garden Waste Collection - 1st Bin Part Year Charge	Per Container	£40.00	£40.00	£0.00	0.00%		s45-47 Environmental Protection Act 1990; Schedule 1 Controlled Waste (England & Wales) Regulations 2012	Statutory Discretionary	
SS131	Garden Waste	Street Scene Service Delivery	Chargeable Garden Waste Collection - Per Additional Bin Part Year Charge	Per Container	£30.00	£30.00	£0.00	0.00%		s45-47 Environmental Protection Act 1990; Schedule 1 Controlled Waste (England & Wales) Regulations 2012	Statutory Discretionary	
SS132	Garden Waste	Street Scene Service Delivery	Removal of garden waste bin	Per Collection	£10.00	£10.00	£0.00	0.00%		s45 Environmental Protection Act 1990; Schedule 1 Controlled Waste (England & Wales) Regulations 2012	Statutory Discretionary	
SS145	Class 4 MOT fees	Street Scene Service Delivery	Class 4 MOT fees	Per Test	Up to £54	£0.00	Up to £54			Charges capped by DVSA	Statutory Discretionary	
SS146	Class 4 (9 to 12 Seats) MOT fees	Street Scene Service Delivery	Class 4 (9 to 12 Seats) MOT fees	Per Test	Up to £57	£0.00	Up to £57			Charges capped by DVSA	Statutory Discretionary	
SS147	Class 5 MOT fees	Street Scene Service Delivery	Class 5 MOT fees	Per Test	Up to £59	£0.00	Up to £59			Charges capped by DVSA	Statutory Discretionary	
SS148	Class 7 MOT fees	Street Scene Service Delivery	Class 7 MOT fees	Per Test	Up to £58	£0.00	Up To £58			Charges capped by DVSA	Statutory Discretionary	
SS149	Class 4,5,7 MOT retest	Street Scene Service Delivery	Class 4,5,7 MOT retest	Per Test	Up to £20	£0.00	Up to £20			Charges capped by DVSA	Statutory Discretionary	
SS150	Vehicle Inspection, Repair and Maintenance work	Street Scene Service Delivery	Priced work as required by the client (cost defined by time, resources and parts used)	Per Hour	Up to £60 plus parts	£0.00	Up to £60 plus parts			s93 Local Government Act 2003	Discretionary	

Terminology key

Statutory prescribed – legislation provides that the local authority charge for providing a service and either (a) the charge is prescribed (i.e. set eg. £100) or (b) the range is prescribed.

Statutory discretionary (or statutory costs recovery) - legislation provides that you may charge for providing a service but the amount of the charge is discretionary, within the remit of the legislation – the charge may be limited to cost recovery, reasonable cost or based on consideration of prescribed matters eg. consideration of rental value of land for allotments.

Discretionary – here the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Comments	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)
P68	Resident Permit	Parking	g/CO2/km: 51-75	3 Month	£6.25	£7.00	£0.75	12.00%	Increase above inflation to ensure that quarterly permits remain above the cost of four quarters purchased as individual permits, which would increase processing costs.	Road Traffic Regulation Act 1984, s46	Statutory discretionary
P69	Resident Permit	Parking	g/CO2/km: 76-90	3 Month	£12.50	£14.00	£1.50	12.00%	Increase above inflation to ensure that quarterly permits remain above the cost of four quarters purchased as individual permits, which would increase processing costs.	Road Traffic Regulation Act 1984, s46	Statutory discretionary
P70	Resident Permit	Parking	g/CO2/km: 91-100	3 Month	£12.50	£14.00	£1.50	12.00%	Increase above inflation to ensure that quarterly permits remain above the cost of four quarters purchased as individual permits, which would increase processing costs.	Road Traffic Regulation Act 1984, s46	Statutory discretionary
P71	Resident Permit	Parking	g/CO2/km: 101-110	3 Month	£12.50	£14.00	£1.50	12.00%	Increase above inflation to ensure that quarterly permits remain above the cost of four quarters purchased as individual permits, which would increase processing costs.	Road Traffic Regulation Act 1984, s46	Statutory discretionary
P72	Resident Permit	Parking	g/CO2/km: 111-130	3 Month	£16.39	£18.25	£1.86	11.35%	Increase above inflation to ensure that quarterly permits remain above the cost of four quarters purchased as individual permits, which would increase processing costs.	Road Traffic Regulation Act 1984, s46	Statutory discretionary
P73	Resident Permit	Parking	g/CO2/km: 131-150	3 Month	£17.81	£19.75	£1.94	10.89%	Increase above inflation to ensure that quarterly permits remain above the cost of four quarters purchased as individual permits, which would increase processing costs.	Road Traffic Regulation Act 1984, s46	Statutory discretionary
P74	Resident Permit	Parking	g/CO2/km: 151-170	3 Month	£21.38	£23.75	£2.37	11.09%	Increase above inflation to ensure that quarterly permits remain above the cost of four quarters purchased as individual permits, which would increase processing costs.	Road Traffic Regulation Act 1984, s46	Statutory discretionary
P75	Resident Permit	Parking	g/CO2/km: 171-190	3 Month	£24.94	£27.75	£2.81	11.27%	Increase above inflation to ensure that quarterly permits remain above the cost of four quarters purchased as individual permits, which would increase processing costs.	Road Traffic Regulation Act 1984, s46	Statutory discretionary
P76	Resident Permit	Parking	g/CO2/km: 191-200	3 Month	£28.50	£31.50	£3.00	10.53%	Increase above inflation to ensure that quarterly permits remain above the cost of four quarters purchased as individual permits, which would increase processing costs.	Road Traffic Regulation Act 1984, s46	Statutory discretionary
P77	Resident Permit	Parking	g/CO2/km: 201-225	3 Month	£35.63	£39.50	£3.87	10.86%	Increase above inflation to ensure that quarterly permits remain above the cost of four quarters purchased as individual permits, which would increase processing costs.	Road Traffic Regulation Act 1984, s46	Statutory discretionary
P78	Resident Permit	Parking	g/CO2/km: 226-255	3 Month	£42.75	£47.25	£4.50	10.53%	Increase above inflation to ensure that quarterly permits remain above the cost of four quarters purchased as individual permits, which would increase processing costs.	Road Traffic Regulation Act 1984, s46	Statutory discretionary
P79	Resident Permit	Parking	g/CO2/km: 256+	3 Month	£45.56	£50.25	£4.69	10.29%	Increase above inflation to ensure that quarterly permits remain above the cost of four quarters purchased as individual permits, which would increase processing costs.	Road Traffic Regulation Act 1984, s46	Statutory discretionary
P80	Resident Permit Surcharge	Parking	2, 3 or 4th vehicle	Annual	£25.00	£27.50	£2.50	10.00%	Increase above inflation to ensure that quarterly permits remain above the cost of four quarters purchased as individual permits, which would increase processing costs.	Road Traffic Regulation Act 1984, s46	Statutory discretionary
P81	Resident Permit Surcharge	Parking	2, 3 or 4th vehicle	3 Month	£6.25	£7.00	£0.75	12.00%	Increase above inflation to ensure that quarterly permits remain above the cost of four quarters purchased as individual permits, which would increase processing costs.	Road Traffic Regulation Act 1984, s46	Statutory discretionary
P82	Resident Permit Diesel Surcharge	Parking	Annual	Annual	£10.00	£11.00	£1.00	10.00%	Increase above inflation to ensure that quarterly permits remain above the cost of four quarters purchased as individual permits, which would increase processing costs.	Road Traffic Regulation Act 1984, s46	Statutory discretionary
P83	Resident Permit Diesel Surcharge	Parking	Annual	3 Month	£2.50	£2.80	£0.30	12.00%	Increase above inflation to ensure that quarterly permits remain above the cost of four quarters purchased as individual permits, which would increase processing costs.	Road Traffic Regulation Act 1984, s46	Statutory discretionary
P84	Resident Permit 7 seater discount	Parking		Each	As 2020/21	As 2022/23	£0.00	0.00%		Road Traffic Regulation Act 1984, s46	Statutory discretionary
P85	Resident Visitor Vouchers - Virtual	Parking	All resident permit zones, except Event Day, visitor vouchers. Sold in batches of 4 visitor vouchers, minimum purchase is 12 vouchers with a maximum per household of 200 in any 12 month period. Limit applies across virtual and printed.	Day	£1.10	£1.20	£0.10	9.09%		Road Traffic Regulation Act 1984, s46	Statutory discretionary
P86	Resident Visitor Vouchers - Printed	Parking	All resident permit zones, except Event Day, visitor vouchers. Sold in batches of 4 visitor vouchers, minimum purchase is 12 vouchers with a maximum per household of 200 in any 12 month period. Limit applies across virtual and printed.	Day	£1.25	£1.40	£0.15	12.00%	Above inflation to round to the next suitable price point.	Road Traffic Regulation Act 1984, s46	Statutory discretionary
P87	Event Day Visitor Vouchers	Parking	Event Day controlled parking zone visitor vouchers with a maximum per household or workplace of 88 in any 12 month period.	12 Month Period	£1.10	£1.20	£0.10	9.09%		Road Traffic Regulation Act 1984, s46	Statutory discretionary
P88	On Street Parking Charges	Parking	Payment to Park	As per location, local signage and Traffic Management Order 2019-20	As 2020/21	As 2022/23 plus 10.1%	£0.00	10.10%		Road Traffic Regulation Act 1984, s46	Statutory discretionary
P89	Off Street Parking Charges	Parking	Payment to Park	As per location, local signage and Traffic Management Order 2019-20	As 2020/21	As 2022/23 plus 10.1%	£0.00	10.10%		Road Traffic Regulation Act 1984, s35	Statutory discretionary
P90	Parking Voucher	Parking	Sold in batches of 4	one hour	£2.56	£2.80	£0.24	9.38%		Road Traffic Regulation Act 1984, s46	Statutory discretionary
P91	Parking Voucher	Parking	Sold in batches of 4	half hour	£1.28	£1.40	£0.12	9.38%		Road Traffic Regulation Act 1984, s46	Statutory discretionary
P92	Business Permit Charity Discount	Parking	Discount for applicants who receive charitable business rates relief	Each	50%	As 2022-23		0.00%		Road Traffic Regulation Act 1984, s46	Statutory discretionary
P93	Admin Fee	Parking	Administration fee associated with setting up each property with limit on number of permits allowed on the permit system - for developments of up to 100 units	Each	25	£27.50	£2.50	10.00%		Local Government Act 2003, s93;	Discretionary
P94	Admin Fee	Parking	Administration fee associated with setting up each property with limit on number of permits allowed on the permit system - for developments of 101 to 250 units	Each	20	£22.00	£2.00	10.00%		Local Government Act 2003, s93;	Discretionary

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Comments	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)
P95	Admin Fee	Parking	Administration fee associated with setting up each property with limit on number of permits allowed on the permit system - for developments of 251 units and upwards	Each	15	£16.50	£1.50	10.00%		Local Government Act 2003, s93;	Discretionary

Terminology key

Statutory prescribed – legislation provides that the local authority charge for providing a service and either (a) the charge is prescribed (i.e. set eg. £100) or (b) the range is prescribed.

Statutory discretionary (or statutory costs recovery) - legislation provides that you may charge for providing a service but the amount of the charge is discretionary, within the remit of the legislation – the charge may be limited to cost recovery, reasonable cost or based on consideration of prescribed matters eg. consideration of rental value of land for allotments.

Discretionary – here the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011

Fees and Charges 2023/24

Department: **Re**
 Area: **Highways**

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Comments	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Additional detail for new charges / above inflation
Re	HW 1 Highways	Highways	Unlicensed Skip found on the highway	Each	£338.51	£372.70	£34.19	10.10%		reg. 4 and Sch. 1 Para. 1 Table 1 Local Authorities (Transport Charges) Regulations 1998; Section 140 Highways Act 1980	Statutory Discretionary	
Re	HW 2 Highways	Highways	Traffic sensitive site inspection charge Skips	Each	£67.25	£74.05	£6.79	10.10%		reg. 4 and Sch. 1 Para. 1 Table 1 Local Authorities (Transport Charges) Regulations 1998	Statutory Discretionary	
Re	HW 3 Highways	Highways	Licence to erect or retain on or over a highway any scaffolding or other structure	Each	£202.88	£223.37	£20.49	10.10%		s.169 Highways Act 1980 and Sch. 1 Para. 1 Table 1 Local Authorities (Transport Charges) Regulations 1998	Statutory Discretionary	
Re	HW 4 Highways	Highways	Licence to erect a hoarding or fence and site inspections to monitor compliance	Each	£202.88	£223.37	£20.49	10.10%		s.172&173 Highways Act 1980 and reg. 4 and Sch. 1 Para. 1 Table 1 Local Authorities (Transport Charges) Regulations 1998	Statutory Discretionary	
Re	HW 5 Highways	Highways	Licence to construct works, cellars, cranes, portacabins, temporary crossovers, vaults or pavement lights under or on a street	Each	£202.88	£223.37	£20.49	10.10%		For buildings/construction over highway - s.177 Highways Act 1980 For buildings/construction under highway (incl cellars) - s.179 Highways Act 1980 and reg. 4 and Sch. 1 Para. 1 Table 1 Local Authorities (Transport Charges) Regulations 1998	Statutory Discretionary	
Re	HW 6 Highways	Highways	Licence to temporarily deposit materials in a street or to make an excavation in it and the undertaking of site inspections to monitor compliance	Each	£202.88	£223.37	£20.49	10.10%		s.171, s171A Highways Act 1980 and reg. 4 and Sch. 1 Para. 1 Table 1 Local Authorities (Transport Charges) Regulations 1998	Statutory Discretion	
Re	HW 8 Highways	Highways	Vehicle Crossover - On occasions where it is necessary for obstructions to be considered for removal in order for a crossover to be constructed such as a tree or lighting column, thereby necessitating a site visit by a tree officer/lighting engineer.	Each	£161.41	£177.71	£16.30	10.10%		s.184 Highways Act 1980 and reg. 4 and Sch. 1 Para. 1 Table 1 Local Authorities (Transport Charges) Regulations 1998	Statutory Discretionary	
Re	HW 9 Highways	Highways	Rechargeable construction Works - Vehicle Crossovers, Street Lighting, Highway Construction, Sign supply and installation etc.	Each	£271.26	£298.65	£27.40	10.10%		s. 184 and s.278 Highways Act 1980; and reg. 4, Sch. 1 Para. 1 Table 1 Local Authorities (Transport Charges) Regulations 1998	Statutory Discretionary	
Re	HW 11 Highways	Highways	Section 50 Street works licence	Per licence	£583.99	£642.97	£58.98	10.10%		s.50 and Sch. 3 Para. 2 New Roads and Street Works Act 1991	Statutory discretionary	
Re	HW 12 Highways	Highways	Section 50 Street works licence - additional phases of works on previously excavated sites	per application	£260.05	£286.31	£26.26	10.10%		s.50 and Sch. 3 Para. 2 New Roads and Street Works Act 1991	Statutory discretionary	
Re	HW 13 Highways	Highways	Memorial Seat/bench, up to 6ft in length, including on-going care for 10 years (minimum bench cost £1438.91 dependant on material availability)	Each Bench	up to £1306.91 plus £625 fixings and installation plus £500 on going care	up to £1438.91 plus £688 fixings and installation plus £550 on going care	£245.00	10.10%		s.93 Local Government Act 2003 and s.1 Localism Act 2011.	Discretionary	
Re	HW 14 Highways	Highways	Type 1 Bronze Plaque 152 x 63mm Flush Fitted	Each	£240.44	£264.72	£24.28	10.10%		s.93 Local Government Act 2003 and s.1 Localism Act 2011.	Discretionary	
Re	HW 15 Highways	Highways	Type 2 Bronze Plaque 152 x 63mm Flush Fitted	Each	£284.86	£313.63	£28.77	10.10%		s.93 Local Government Act 2003 and s.1 Localism Act 2011.	Discretionary	
Re	HW 16 Highways	Highways	Works directed under the Highways Act 1980 and the Town & Country Planning Act 1990: Pre-application initial meeting to discuss proposed developments.	Each	£678.14	£746.63	£68.49	10.10%		s.93 Local Government Act 2003 and s.1 Localism Act 2011.	Discretionary	
Re	HW 17 Highways	Highways	Works directed under the Highways Act 1980 and the Town & Country Planning Act 1990: Pre-application advice or Pre-approval meeting to discuss proposed development and the scope of adoptable highway works in connection with new developments	Hourly Rate up to Snr Eng.	£145.72	£160.43	£14.72	10.10%		s.93 Local Government Act 2003 and s.1 Localism Act 2011.	Discretionary	
Re	HW 18 Highways	Highways	Works directed under the Highways Act 1980 and the Town & Country Planning Act 1990: Pre-application advice or Pre-approval meeting to discuss proposed development and the scope of adoptable highway works in connection with new developments	Hourly Rate above Snr Eng.	£226.42	£249.29	£22.87	10.10%		s.93 Local Government Act 2003 and s.1 Localism Act 2011.	Discretionary	
Re	HW 19 Highways	Highways	The alteration of parking layout through Traffic Management Order (TMO) processes. Charge covers the public consultation, advertising and one TMO alteration	Each	£1,527.60	£1,681.89	£154.29	10.10%		reg. 4 and Sch. 1 Para. 1 Tables 1 & 2 Local Authorities (Transport Charges) Regulations 1998; Road Traffic Regulation Act 1984; Local Government Act 2003	Statutory Discretionary	
Re	NEW HW19b	Highways	Finalisation of the TMO - 1 TMO alteration	Each	£738.84	£813.47	£74.62	10.10%		reg. 4 and Sch. 1 Para. 1 Tables 1 & 2 Local Authorities (Transport Charges) Regulations 1998; Road Traffic Regulation Act 1984; Local Government Act 2003	Statutory Discretionary	
Re	NEW HW19c	Highways	Review and respond to any objections received	Each	£221.24	£243.58	£22.35	10.10%		reg. 4 and Sch. 1 Para. 1 Table 1 Local Authorities (Transport Charges) Regulations 1998	Statutory Discretionary	
Re	HW 20 Highways	Highways	Enquiries on Highway matters requiring an official response. To cover all enquiries including GIS, Traffic Management Order, traffic schemes, accident data, rights of way and similar	Each	£244.35	£269.03	£24.68	10.10%		s.93 Local Government Act 2003 and s.1 Localism Act 2011.	Discretionary	

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Comments	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Additional detail for new charges / above inflation
Re	HW 20b	Highways	Enquiries on Highway matters requiring an official response. To cover all enquiries including GIS, Traffic Management Order, traffic schemes, accident data, rights of way and similar items or queries over and above those set out in HW20.	Per Item	£79.01	£86.99	£7.98	10.10%		s.93 Local Government Act 2003 and s.1 Localism Act 2011.	Discretionary	
Re	HW 23 Highways	Highways	Section 38, 278 and 106 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. These works are carried out under Section 38 / 278 of the Highways Act 1980 and / or Section 106 of the Town and Country Planning Act by Agreement. Highest percentage figure used when works cost in under £400,000. Lowest percentage used when works cost £1m to £2m. When works cost over £2m they are subject to individual negotiation. The Fees and Charges made will recover all expenses incurred in checking of the technical submission, site inspections, processing and administration. However, provision will also 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 developers programme for completion of highway works, concluding the relevant agreements under the Highways Act 1980 and dealing with any objections when processing statutory orders.	Each	12%, 15.5% and 20.5%	12%, 15.5% and 20.5%	£0.00	0.00%		S. 278 Highways Act 1980	Statutory Discretionary	
Re	HW 24 Highways	Highways	Minor Offsite Highways Work : Technical approval of highway layout & construction details and the supervision of highway works on the public highway for minor offsite highways work necessitated by the new development. Under section 184 of the Highways Act 1980, the charges relate to each access created or closed. This fee applies for all new developments (two or more units) requiring light / heavy duty crossovers, temporary habitual crossings, accesses serving multiple dwellings, commercial or industrial development, accesses to car park / forecourt, accesses for emergency and refuse vehicles or single access that forms part of a multiple property development to facilitate site construction or permanent accesses for the new development. The Council levies a fixed charge per access / crossover created or redundant crossover reinstated. Total fees are calculated based on the number of accesses, crossovers and redundant crossovers which need to be created, realigned or reinstated on the public highway for the whole development. The fees cover costs associated with Officer time and the administration, site assessment, technical approval, estimation of highway works refundable deposit, inspection and certification of the works and covers staff cost from the time of application made to the completion of highway works. The fees do not include the costs of carrying out the works or costs associated with lowering of services affected by development proposals	Each	£3,392.94	£3,735.63	£342.69	10.10%		The Highways Act 1980 - S184	Statutory discretionary	
Re	HW 25 Highways	Highways	Highway Licences : Processing of Licences under the Highways Act 1980 on new developments (i.e. under Sections 142;177;179, etc.) Initial application fee. Additional charges may be levied as the Fees and Charges made will recover all expenses incurred in checking of the technical submission, site inspections, processing 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 developers programme for completion of highway works, concluding the relevant agreements under the Highways Act 1980 and dealing with any objections when processing statutory orders.	Each	£4,250.42	£4,679.72	£429.29	10.10%		Highways Act 1980 - Sections 142; 177; 179; s.179 application fee charged under Sch. 1 Para. 1 Table 1 Local Authorities (Transport Charges) Regulations 1998	Statutory discretionary	
Re	HW 26 Highways	Highways	Processing of Stopping Up Order Under Section 247 of Town & Country Planning Act 1990 - Initial application fee. Additional charges may be levied as the Fees and Charges made will recover all expenses incurred in checking of the technical submission, site inspections, processing 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 developers programme for completion of highway works, concluding the relevant agreements under the Highways Act 1980 and dealing with any objections when processing statutory orders.	Each	£5,548.42	£6,108.81	£560.39	10.10%		s.247 Town and Country Planning Act 1990	Statutory discretionary	
Re	HW 27 Highways	Highways	Processing of Stopping Up Order Under the Highways Act 1980 - Initial application fee. Additional charges may be levied as the Fees and Charges made will recover all expenses incurred in checking of the technical submission, site inspections, processing 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 developers programme for completion of highway works, concluding the relevant agreements under the Highways Act 1980 and dealing with any objections when processing statutory orders.	Each	£8,720.54	£9,601.32	£880.77	10.10%		Statutory Discretionary - s.177 Highways Act 1980	Statutory discretionary	

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Comments	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Additional detail for new charges / above inflation
Re	HW 28 Highways	Highways	Processing of Notification for Transport for London approval under TMA 2004. Initial application fee. Additional charges may be levied as the Fees and Charges made will recover all expenses incurred in checking of the technical submission, site inspections, processing 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 developers programme for completion of highway works, concluding the relevant agreements under the Highways Act 1980 and dealing with any objections when processing statutory orders.	Each	£4,250.42	£4,679.72	£429.29	10.10%		s.278 Highways Act 1980	Statutory discretionary	
Re	HW 29 Highways	Highways	Consideration of a request to construct a vehicle crossover, where works are arranged by the authority via the highways term contractor	Each	£199.52	£219.67	£20.15	10.10%		s.184 Highways Act 1980 and reg. 4 and Sch. 1 Para. 1 Table 1 Local Authorities (Transport Charges) Regulations 1998 for charges arising from the cost of determining the application	Statutory Discretionary	
Re	HW 30 Highways	Highways	Minimum deposit related to an application for a licence to erect or retain on or over a highway any scaffolding or other structure	Each	£617.61	£679.99	£62.38	10.10%		s.169 Highways Act 1980 and Sch. 1 Para. 1 Table 1 Local Authorities (Transport Charges) Regulations 1998	Statutory Discretionary	
Re	HW 31 Highways	Highways	Minimum deposit related to an application to erect a hoarding or fence and site inspections to monitor compliance	Each	£617.61	£679.99	£62.38	10.10%		s.172&173 Highways Act 1980 and reg. 4 and Sch. 1 Para. 1 Table 1 Local Authorities (Transport Charges) Regulations 1998	Statutory Discretionary	
Re	HW 32 Highways	Highways	Minimum deposit in relation to a request to construct works, cellars, cranes, portacabins, temporary crossovers, vaults or pavement lights under or on a street	Each	£617.61	£679.99	£62.38	10.10%		For buildings/construction over highway - s.177 Highways Act 1980 For buildings/construction under highway (incl cellars) - s.179 Highways Act 1980 and reg. 4 and Sch. 1 Para. 1 Table 1 Local Authorities (Transport Charges) Regulations 1998	Statutory Discretionary	
Re	HW 33 Highways	Highways	Minimum deposit in relation to 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	Each	£271.20	£298.59	£27.39	10.10%		s.171 Highways Act 1980 and reg. 4 and Sch. 1 Para. 1 Table 1 Local Authorities (Transport Charges) Regulations 1998	Statutory Discretion	
Re	HW 34 Highways	Highways	Vehicle Crossover Legal Agreement	Each	£216.33	£238.18	£21.85	10.10%		s.184 Highways Act 1980 and reg. 4 and Sch. 1 Para. 1 Table 1 Local Authorities (Transport Charges) Regulations 1998 for charges arising from the cost of determining the application	Statutory Discretionary	
Re	HW 35 Highways	Highways	Vehicle Crossover White Line - Process Application	Each	£172.62	£190.05	£17.43	10.10%		s.184 Highways Act 1980 and reg. 4 and Sch. 1 Para. 1 Table 1 Local Authorities (Transport Charges) Regulations 1998 for charges arising from the cost of determining the application	Statutory Discretionary	
Re	HW 36 Highways	Highways	Vehicle Crossover White Line Installation	Each	£190.55	£209.80	£19.25	10.10%		s.184 Highways Act 1980 and reg. 4 and Sch. 1 Para. 1 Table 1 Local Authorities (Transport Charges) Regulations 1998 for charges arising from the cost of determining the application	Statutory Discretionary	
Re	NEW HW 36a	Highways	Vehicle crossover White Line Installation - markings over 5m for every additional metre	Each	£21.07	£23.20	£2.13	10.10%		s.184 Highways Act 1980 and reg. 4 and Sch. 1 Para. 1 Table 1 Local Authorities (Transport Charges) Regulations 1998 for charges arising from the cost of determining the application	Statutory Discretionary	
Re	HW 38 Highways	Highways	Licence to place skip on the highway	Each	£30.26	£33.32	£3.06	10.10%		reg. 4 and Sch. 1 Para. 1 Table 1 Local Authorities (Transport Charges) Regulations 1998	Statutory Discretionary	
Re	HW 39 Highways	Highways	Renewal for expired skip licence	Each	£30.26	£33.32	£3.06	10.10%		reg. 4 and Sch. 1 Para. 1 Table 1 Local Authorities (Transport Charges) Regulations 1998	Statutory Discretionary	
Re	HW 41 Highways	Highways	Private Street Name Plate - Quote and Specification Fee	Each	£129.58	£142.67	£13.09	10.10%		Localism Act 2011	Discretionary	
Re	HW 42 Highways	Highways	Temporary Traffic Regulation Order - 14.1 Road Traffic Regulation Act- Extension per month - The additional fee is applied each month between months 4 and 18 of an order period to enable further co-ordination, permitting and network management functions	Each	£208.00	£229.01	£21.01	10.10%		The Road Traffic Regulation Act - S14	Statutory Discretionary	
Re	HW 43 Highways	Highways	Damage to Highways - Recharges Recharge cost of repairs to damage caused to the public highway by building works. S133 Highways Act 1980	Per incident	Cost + 40%	Cost + 40%	£0.00	0.00%		The Highways Act 1980 - S133	Statutory Discretionary	
Re	HW 44 Highways	Highways	Failure to secure lighting or safety markings on a skip. Penalty for no lighting of safety markings on a builders skip deposited on the highway. S139 (4) (a) Highways Act 1980	Per incident	£104.00	£114.50	£10.50	10.10%		London Local Authorities and Transport for London Act 2003 Sch. 4	Statutory prescribed	

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Comments	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Additional detail for new charges / above inflation
Re	HW 45 Highways	Highways	Failure to clearly mark owners details on a skip. Penalty for not clearly marking the owner of a skip on the public highway. S139 (4) (b) Highways Act 1980	Per incident	£104.00	£114.50	£10.50	10.10%		London Local Authorities and Transport for London Act 2003 Sch. 4	Statutory prescribed	
Re	HW 46 Highways	Highways	Depositing or storing building materials on the public highway without a licence. Penalty for depositing or storing building materials on the public highway without a licence. S148 (a) & (c) Highways Act 1980	Per incident	£104.00	£114.50	£10.50	10.10%		Highways Act (1980) S.148(b), FPN provision by Schedule 4 of the London Local Authorities and Transport for London Act 2003	Statutory prescribed	
Re	HW 47 Highways	Highways	Erection of a scaffold or any other structure on the public highway without a licence. Penalty for the erection of a scaffold or any other structure on the public highway without a licence. S169 (5) Highways Act 1980	Per incident	£104.00	£114.50	£10.50	10.10%		Highways Act (1980) S.169(5), FPN provision by Schedule 4 of the London Local Authorities and Transport for London Act 2003	Statutory prescribed	
Re	HW 48 Highways	Highways	Affixing a sign or banner upon the public highway without authorisation. Penalty for erecting or fixing a sign on the public highway, tree or highway structure without authorisation. S132 (1) Highways Act 1980	Per incident	£104.00	£114.50	£10.50	10.10%		Highways Act (1980) S.169(5), FPN provision by Schedule 4 of the London Local Authorities and Transport for London Act 2003 The Highways Act 1980 - S132 (1)	Statutory prescribed	
Re	HW 49 Highways	Highways	Crane over-sailing licence. The minimum licence period is 3 months and each individual licence costs £1568.88. Once the licence has expired you will be required to apply for a new licence should you require longer than 3 months.	Per incident	£1,424.96	£1,568.88	£143.92	10.10%		s.169/s.179 Highways Act 1980 and Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	To properly and robustly manage extensions of these licences it is necessary to apply the same rigour as is required for the initial application. The existing weekly renewal fee does not cover the cost of the work required to do this and multiple weekly extensions are an inefficient means of administering this process
Re	HW 50 Rechargeable Works	Rechargeable Works	Provide and place new salt bin, inc. salt	Item	£412.49	£454.15	£41.66	10.10%		Localism Act 2011	Discretionary	
Re	HW 51 Rechargeable Works	Rechargeable Works	Replace damaged salt bin, inc. salt refill	Item	£412.49	£454.15	£41.66	10.10%		Localism Act 2011	Discretionary	
Re	HW 52 Rechargeable Works	Rechargeable Works	Salt refill of bin	Item	£164.77	£181.41	£16.64	10.10%		Localism Act 2011	Discretionary	
Re	HW 54 Rechargeable Works	Rechargeable Works	Anything done to temporarily restrict or prohibit traffic in order to facilitate a Special Event or similar whether on or off-street. Includes site meetings, making and advertising temporary traffic orders and erecting street notice. Excludes signs/road markings. This is a fee to cover initial consideration including site inspection, consultations, estimate preparation and processing costs only. The cost of physical construction work will be a separate composite unit rate based on contractor's tendered rate plus 30% overhead costs to cover detailed design, drafting and advertising traffic order/notice(s). Supervision and admin costs. Note: Discretionary charges or a waiver of fees may be applied in instances where the Council considers it appropriate – for example Charity events.	Per order	£232.02	£255.46	£23.43	10.10%		Reg 4, Local Authorities (Transport Charges) Regulations 1998/948	Statutory Discretionary	
Re	HW 55 Rechargeable Works	Rechargeable Works	Approval to carry out a traffic count on borough roads	Each	£364.29	£401.08	£36.79	10.10%		Localism Act 2011	Discretionary	
Re	HW 56 Rechargeable Works	Rechargeable Works	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.	Per order	£4,486.93	£4,940.11	£453.18	10.10%		Reg 4, Local Authorities (Transport Charges) Regulations 1998/948	Statutory Discretionary	
Re	HW 57 Rechargeable Works	Rechargeable Works	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	Per order	£2,289.98	£2,521.27	£231.29	10.10%		Reg 4, Local Authorities (Transport Charges) Regulations 1998/948	Statutory Discretionary	
Re	HW 58 Rechargeable Works	Rechargeable Works	Anything done to temporarily restrict or prohibit traffic in order to carry out works on or near the road when restriction is required without delay. Includes site meetings, making temporary traffic notices and erecting street notices. Excludes signs/road markings	Per order	£1,878.62	£2,068.36	£189.74	10.10%		Reg 4, Local Authorities (Transport Charges) Regulations 1998/948	Statutory Discretionary	
Re	HW 59 Rechargeable Works	Rechargeable Works	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	Per Sign	£388.95	£428.23	£39.28	10.10%		Localism Act 2011	Discretionary	
Re	NEW HW 59a	Rechargeable Works	Consideration, quotation and specification to place a traffic sign to indicate the route to specified land or premises and the placing of such a sign	Per Sign	£155.57	£171.29	£15.71	10.10%		Localism Act 2011	Discretionary	
Re	HW 60 Rechargeable Works	Rechargeable Works	Provide traffic flow data from automatic traffic counters or previously conducted manual counts	Each	£476.38	£524.49	£48.11	10.10%		Localism Act 2011	Discretionary	
Re	HW 75 Rechargeable Works	Rechargeable Works	Recovery of costs in coring programme for failed sample - material and depth failure	Per failure	£145.93	£160.67	£14.74	10.10%		s.72 New Roads and Street Works Act 1991	statutory costs recovery	
Re	HW 76 Rechargeable Works	Rechargeable Works	Recovery of costs in coring programme for failed sample - air void, 1 layer	Per failure	£188.62	£207.68	£19.05	10.10%		s.72 New Roads and Street Works Act 1991	statutory costs recovery	
Re	HW 77 Rechargeable Works	Rechargeable Works	Recovery of costs in coring programme for failed sample - air void, 2 layers	Per failure	£233.80	£257.42	£23.61	10.10%		s.72 New Roads and Street Works Act 1991	statutory costs recovery	
Re	HW 78 Rechargeable Works	Rechargeable Works	Recovery of costs in coring programme for failed sample - air void, 3 layers	Per failure	£278.97	£307.15	£28.18	10.10%		s.72 New Roads and Street Works Act 1991	statutory costs recovery	
Re	HW 79 Rechargeable Works	Rechargeable Works	Recovery of costs in coring programme for failed sample - air void, 4 layers	Per failure	£324.15	£356.89	£32.74	10.10%		s.72 New Roads and Street Works Act 1991	statutory costs recovery	
Re	HW 80 Rechargeable Works	Rechargeable Works	Commutated Sums for Highways	Unit depends on the Assets Adopted	Commutated Sum rates calculated based on ADEPT Guidelines	Commutated Sum rates calculated based on ADEPT Guidelines	N/A	N/A		s.278 Highways Act 1980	statutory discretionary	

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Comments	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Additional detail for new charges / above inflation
Re	HW 81 - Highways	Highways	Consideration of a request to construct a vehicle crossover, where works are arranged by the authority via the highways term contractor where the contractor is already onsite undertaking a footway relay.	Each	£146.91	£161.75	£14.84	10.10%		s.184 Highways Act 1980 and reg. 4 and Sch. 1 Para. 1 Table 1 Local Authorities (Transport Charges) Regulations 1998 for charges arising from the cost of determining the application	Statutory Discretionary	
Re	HW 82 - Highways	Highways	Construction cost of residential crossover (per sq. metre)	Per sq. Metre	£182.00	£200.38	£18.38	10.10%		s.184 Highways Act 1980 and reg. 4 and Sch. 1 Para. 1 Table 1 Local Authorities (Transport Charges) Regulations 1998	Statutory Discretionary	
Re	HW 082a -Highways	Highways	Construction cost of residential crossover (per sq. metre) where works are carried by the authority via the highways term contractor where the contractor is already onsite undertaking a footway relay.	Per sq. Metre		£150.29	NEW			s.184 Highways Act 1980 and reg. 4 and Sch. 1 Para. 1 Table 1 Local Authorities (Transport Charges) Regulations 1998	Statutory Discretionary	Construction costs discounted by 25% when where the contractor is already onsite undertaking a footway relay.
Re	HW 83 - Highways	Highways PUBLIC PATH ORDERS	Stage 1 Process Application. Check application, site visit, map preparation, initial consultation, correspondence and prepare committee report. Legal advice if required will be charged at £150 per hour (an estimate of costs will be provided before works start) Additional time dealing with consultee responses will be charged at £40 per hour (an estimate of costs to be provided before works start)	per path	up to £955	up to £1051.45	£96.45	10.10%		HW Act 1980 sections 26, 118 and 119 Local Authorities (Recovery of Costs for Public Path Orders) Regulation 1993 (as amended).	statutory costs recovery	
Re	HW 84 - Highways	Highways PUBLIC PATH ORDERS	Stage 2 – Order Making. Prepare Order, Notice, and statement. Sign and seal Order. Distribute Order to all consultees and advertise (28 days consultation period) and advertise on Barnet website. Post, check and remove notices. Respond to queries and seek to overcome objections charged at £40 per hour. Additional site meetings if required charged at £110 per visit. Forward to Secretary of State if objections upheld and follow due process with possible Public Inquiry (non-chargeable work)	per order	up to £685	up to £754.19	£69.19	10.10%		HW Act 1980 sections 26, 118 and 119 Local Authorities (Recovery of Costs for Public Path Orders) Regulation 1993 (as amended).	statutory costs recovery	
Re	HW 85 - Highways	Highways PUBLIC PATH ORDERS	Stage 3 & 4 – Confirmation of Order/Legal Event Order Confirm works completed to agreed standard, Sign confirmed Order, draft confirmation notice. Quality control check. Distribute Order. Post notices on site, check and remove. Advertise notice of confirmation of order (cost not included, advertising cost will be charged at the prevailing rate). Send copies to prescribed organisations. Amend Definitive Map and Statement. Produce Legal event Order (LEO) and sign and seal 2 copies	per order	up to £550	£605.55	£55.55	10.10%		HW Act 1980 sections 26, 118 and 119 Local Authorities (Recovery of Costs for Public Path Orders) Regulation 1993 (as amended).	statutory costs recovery	
Re	HW 86 - Highways	Highways PUBLIC PATH ORDERS	Stage 5 Certification. Confirm works completed to agreed standard as detailed in Certificate of Works plus any additional agreements. Draft certificate, advertise (advertising cost not included, advertising cost will be charged at the prevailing rate) and send to all on consultation list including applicant, landowners and Ordnance Survey.	per certificate	up to £245	£269.75	£24.75	10.10%		HW Act 1980 sections 26, 118 and 119 Local Authorities (Recovery of Costs for Public Path Orders) Regulation 1993 (as amended).	statutory costs recovery	
Re	HW 87 - Highways	Highways Act S31(6)	Deposit of first declaration, statement and map £245. Deposit of subsequent declarations within expiry period of first deposit (20 years) £245. Multiple areas of land may require more than one application and more than one fee. In the event of a joint application under s15A(1) of the Commons Act additional fees may apply for that element for which an estimate of costs will be provided before works commence	per landholding	£225.00	£247.73	£22.73	10.10%		Section 31(6) (Highways Act 1980) s.93 Local Government Act 2003 and s.1 Localism Act 2011	Discretionary	
Re	HW 88 - Highways	Highways -Eruv Licence	Significant Eruv Licence renewal - 5 year licence plus legal fees charged at £150 per hour (an estimate of costs will be provided before works start)	per Eruv area	£1,648.00	£1,814.45	£166.45	10.10%		s169 Highways Act 1980 Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Re	HW 89 - Highways	Highways -Eruv Licence	Significant Eruv Licence new - 5 year licence minimum fee £1814.45 dependant on size of area, complexity, number of roadways affected and number of wires and poles required (plus legal fees charged at £150 per hour an estimate of costs will be provided before works start)	per Eruv area	£1,648.00	£1,814.45	£166.45	10.10%		Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 1	Statutory Discretionary	
Re	HW 90 -Highways	Highways -Eruv Licence	Small Eruv Licence - 5 year licence up to £1841.45 dependant on size of area, complexity, number of roadways affected and number of wires and poles required (plus legal fees charged at £150 per hour an estimate of costs will be provided before works start)	per Eruv area	upto £1648.00	£1,814.45	£166.45	10.10%		Local Authorities (Transport Charges) Regulations 1998/948 Reg 3, 4 and Schedule 2	Statutory Discretionary	
Re	HW 91 Highways	Highways	Private Street Name Plate - Supply and Installation on supporting poles, posts or wall	Each	up to 714.60	£786.77	£72.17	10.10%		s.93 Local Government Act 2003; Localism Act 2011	Discretionary	
Re	TSL 57 Trading Standards and Licensing	Trading Standards and Licensing	Demarcation of a street trading pitch by insertion of studs into the footway or road	Per stud	£22.88	£25.19	£2.31	10.10%		s.32 London Local Authorities Act 1990.	Statutory Discretionary	

Terminology key

Statutory prescribed – legislation provides that the local authority charge for providing a service and either (a) the charge is prescribed (i.e. set eg. £100) or (b) the range is prescribed.

Statutory discretionary (or statutory costs recovery) - legislation provides that you may charge for providing a service but the amount of the charge is discretionary, within the remit of the legislation – the charge may be limited to cost recovery, reasonable cost or based on consideration of prescribed matters eg. consideration of rental value of land for allotments.

Discretionary – here the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011

Fees and Charges 2023/24

Department: **Re**
 Area: **Environmental health**

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Comments	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Additional detail for new charges / above inflation
Environmental Health												
Re	EH 1 Completion of Works	Environmental Health	To carry out work(s) in default of a notice recipient	Per case	All costs to be recorded on an hourly rate up to £94.98 from non compliance visit and charged accordingly plus reasonable cost of works	All costs to be recorded on an hourly rate up to £104.57 from non compliance visit and charged accordingly plus reasonable cost of works	£9.59	10.10%		Local Government (Miscellaneous Provisions) Act 1982	Statutory cost recovery	
Re	EH 2 Completion of Works	Environmental Health	Empty Property Agency Service	Per case	Up to 15% of the cost of the building works, or up to 12.5% of the cost of the building works if the cost of the work is above £75k and up to 10% if the cost of the work is over £100k. Minimum fee £184.37	Up to 15% of the cost of the building works, or up to 12.5% of the cost of the building works if the cost of the work is above £75k and up to 10% if the cost of the work is over £100k. Minimum fee £202.99	£18.62	10.10%		Local Government Act 2003 Localism Act 2011	Discretionary	
Re	EH 3 Completion of Works	Environmental Health	Voluntary Works In Default Service	Per case	Up to 15% of the cost of the building works, or up to 12.5% of the cost of the building works if the cost of the work is above £75k and up to 10% if the cost of the work is over £100k. Minimum fee £184.37	Up to 15% of the cost of the building works, or up to 12.5% of the cost of the building works if the cost of the work is above £75k and up to 10% if the cost of the work is over £100k. Minimum fee £202.99	£18.62	10.10%		Local Government Act 2003 Localism Act 2011	Discretionary	
Re	EH 4 Home Improvement Agency Environmental Health	Environmental Health	Enquiry including historical data multiple addresses	Each	On enquiry		£0.00	0.00%		Regulation 8, Environmental Information Regulations 2004	Statutory Discretionary	
Re	EH 5 Housing Reports	Environmental Health	Inspection of house in multiple occupation and provision of inspection report e.g. HHSRS inspection to meet visa requirements or on a consultancy basis	Each	£333.96 plus hourly rate of up to £94.98 for revisits and/or additional advice	£367.69 plus hourly rate of up to £104.57 for revisits and/or additional advice	£33.73 £9.59	10.10%		Local Government Act 2003 Localism Act 2011	Discretionary	
Re	EH 6 Housing Reports	Environmental Health	Housing Consultation fee	Each	£108.51 (additional fees charged over two hours at up to £94.98/hour)	£119.47 (additional fees charged over two hours at up to £104.57/hour)	£10.96 £9.59	10.10%		Local Government Act 2003 Localism Act 2011	Discretionary	
Re	EH 7 Housing Reports	Environmental Health	Rent Repayment Order Support Service	Each	£108.51 (additional fees charged over two hours at up to £94.98/hour)	£119.47 (additional fees charged over two hours at up to £104.57/hour)	£10.96 £9.59	10.10%		Local Government Act 2003 Localism Act 2011	Discretionary	
Re	EH 8 Housing Reports	Environmental Health	Inspection of single occupied dwelling and provision of inspection report e.g. HHSRS inspection to meet visa requirements or on a consultancy basis	Each	£266.54 plus hourly rate of up to £94.98 for revisits and/or additional advice	£293.46 plus hourly rate of up to £104.57 for revisits and/or additional advice	£26.92 £9.59	10.10%		Local Government Act 2003 Localism Act 2011	Discretionary	
Re	EH 9 Housing Reports	Environmental Health	HMO Set Up Advice Service	Each	£487.78 plus hourly rate of up to £94.98 for revisits and/or additional advice	£537.05 plus hourly rate of up to £104.57 for revisits and/or additional advice	£49.27 £9.59	10.10%		Local Government Act 2003 Localism Act 2011	Discretionary	
Re	EH 10 Housing Reports	Environmental Health	Fire risk assessment for standard HMO	Each	£650.02 for a standard HMO plus hourly rate of up to £94.98 for revisits and/or additional advice	£715.67 for a standard HMO plus hourly rate of up to £104.57 for revisits and/or additional advice	£65.65 £9.59	10.10%		Local Government Act 2003 Localism Act 2011	Discretionary	
Re	EH 11 Housing Act	Environmental Health	Waiver of fees for notices i.e. Improvement Notice, Suspended Improvement Order, Prohibition Order, Emergency Prohibition Order, Suspended Prohibition Order, Emergency Remedial Action excluding the cost of all /any works completed/certificates obtained.	Each	umber forwarded to LBB.	umber forwarded to LBB.	NA	NA		section 49 Housing Act 2004	Statutory Discretionary	
Re	EH 12 Housing Act	Environmental Health	Service of an Improvement Notice	Each	£538 for standard construction plus additional costs per hour incurred in relation to tower blocks. Hourly rate up to £94/hour.	£592.34 for standard construction plus additional costs per hour incurred in relation to tower blocks. Hourly rate up to £103.49/hour.	£54.34 £9.49	10.10%		section 49 Housing Act 2004	Statutory Discretionary	

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Comments	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Additional detail for new charges / above inflation
Re	EH 13 Housing Act	Environmental Health	Service of a Suspended Improvement Notice	Each	£538 for standard construction plus additional costs per hour incurred in relation to tower blocks. Hourly rate up to £94/hour.	£592.34 for standard construction plus additional costs per hour incurred in relation to tower blocks. Hourly rate up to £103.49/hour.	£54.34 £9.49	10.10%		section 49 Housing Act 2004	Statutory Discretionary	
Re	EH 14 Housing Act	Environmental Health	Service of a Prohibition Order	Each	£467 for standard construction plus additional costs per hour incurred in relation to tower blocks. Hourly rate up to £94/hour.	£514.17 for standard construction plus additional costs per hour incurred in relation to tower blocks. Hourly rate up to £103.49/hour.	£47.17 £9.49	10.10%		section 49 Housing Act 2004	Statutory Discretionary	
Re	EH 15 Housing Act	Environmental Health	Service of a Suspended Prohibition Order	Each	£459 for standard construction plus additional costs per hour incurred in relation to tower blocks. Hourly rate up to £94/hour.	£505.36 for standard construction plus additional costs per hour incurred in relation to tower blocks. Hourly rate up to £103.49/hour.	£46.36 £9.49	10.10%		section 49 Housing Act 2004	Statutory Discretionary	
Re	EH 16 Housing Act	Environmental Health	Service of an Emergency Prohibition Order	Each	£459 for standard construction plus additional costs per hour incurred in relation to tower blocks. Hourly rate up to £94/hour.	£505.36 for standard construction plus additional costs per hour incurred in relation to tower blocks. Hourly rate up to £103.49/hour.	£46.36 £9.49	10.10%		section 49 Housing Act 2004	Statutory Discretionary	
Re	EH 17 Housing Act	Environmental Health	Service of a Demolition Order	Each	Cost of administration up to hourly rate of £94.98 plus reasonable cost of works	Cost of administration up to hourly rate of £104.57 plus reasonable cost of works	£9.59	10.10%		section 49 Housing Act 2004	Statutory Discretionary	
Re	EH 18 Housing Act	Environmental Health	Taking Emergency Remedial Action	Each	reasonable cost of work	reasonable cost of work	£45.63	10.10%		section 49 Housing Act 2004	Statutory Discretionary	
Re	EH 19 Housing Act	Environmental Health	Add on fee to notice/order cost if electrical certificate is obtained	Each	Actual cost plus administration costs up to £54.88/hour.	Actual fee plus administration costs of up to £60.42/hour	£5.54	10.10%		section 49 Housing Act 2004	Statutory Discretionary	
Re	EH 20 Housing Act	Environmental Health	Add on fee to notice/order cost if a gas certificate is obtained	Each	Actual cost plus administration costs up to £54.88/hour.	Actual fee plus administration costs of up to £60.42/hour	£5.54	10.10%		section 49 Housing Act 2004	Statutory Discretionary	
Re	EH 21 Housing Act	Environmental Health	Add on fee to notice/order cost if legal advice is obtained e.g. to interpret leasehold/freehold responsibilities	Each	Actual cost plus administration costs up to £54.88/hour.	Actual fee plus administration costs of up to £60.42/hour	£5.54	10.10%		section 49 Housing Act 2004	Statutory Discretionary	
Re	EH 22 Housing Act	Environmental Health	Add on fee to notice/order cost if a structural engineers report is obtained	Each	Actual cost plus administration costs up to £54.88/hour.	Actual fee plus administration costs of up to £60.42/hour	£5.54	10.10%		section 49 Housing Act 2004	Statutory Discretionary	
Re	EH 22b Housing Act	Environmental Health	Add on fee to notice/order cost if a fire engineers report or similar is required in relation to enforcement	Each	n costs of up to £54/hour	osts of up to £60.34/hour	£5.46	10.10%		section 49 Housing Act 2004	Statutory Discretionary	
Re	EH 23 Housing Act	Environmental Health	Copying grant files and postage	Each	£10.13	£11.15	£1.02	10.10%		section 49 Housing Act 2004	Statutory Discretionary	
Re	EH 24 Housing Act	Environmental Health	Review of Suspended Prohibition Order	Each	£347.66	£382.78	£35.11	10.10%		section 49 Housing Act 2004	Statutory Discretionary	
Re	EH 25 Housing Act	Environmental Health	Review of Suspended Improvement Notice	Each	£342.40	£376.98	£34.58	10.10%		section 49 Housing Act 2004	Statutory Discretionary	
Re	EH 26 Housing Act	Environmental Health	Hazard Awareness Notice	Each	£316.06	£347.98	£31.92	10.10%		section 49 Housing Act 2004	Statutory Discretionary	
Re	EH 27 Housing Act	Environmental Health	Copying enforcement files and postage	Each	sheet plus postage costs.	sheet plus postage costs.	£0.00	0.00%		section 49 Housing Act 2004	Statutory Discretionary	
Re	EH 28 Mandatory HMO Licensing	Environmental Health	New Licence fee up to 5 units of accommodation (paper application) for 5 years	Per HMO (F1+F2)	£1,404.02	£1,546	£141.81	10.10%		section 63 Housing Act 2004	Statutory Discretionary	
				Fee 1	£648.32	£714	£65.48	10.10%				
				Fee 2	£755.70	£832	£76.33	10.10%				
Re	EH 29 Mandatory HMO Licensing	Environmental Health	Assisted New Licence fee up to 5 units of accommodation (paper application) for 5 years	Per HMO (F1+F2)	£1,496.20	£1,647	£151.12	10.10%		section 63 Housing Act 2004	Statutory Discretionary	
				Fee 1	£756.71	£833	£76.43	10.10%				
				Fee 2	£739.49	£814	£74.69	10.10%				
Re	EH 30 Mandatory HMO Licensing	Environmental Health	New Licence fee up to 5 units of accommodation (on-line application - when available) for 5 years	Per HMO (F1+F2)	£1,263.21	£1,391	£127.58	10.10%		section 63 Housing Act 2004	Statutory Discretionary	
				Fee 1	£583.49	£642	£58.93	10.10%				
				Fee 2	£679.72	£748	£68.65	10.10%				

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Comments	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Additional detail for new charges / above inflation
Re	EH 31 Mandatory HMO Licensing	Environmental Health	Assisted New Licence fee up to 5 units of accommodation (online application- when available) for 5 years	Per HMO (F1+F2)	£1,347.29	£1,483	£136.08	10.10%		section 63 Housing Act 2004	Statutory Discretionary	
				Fee 1	£883.78	£753	£89.06	10.10%				
				Fee 2	£663.52	£731	£67.02	10.10%				
Re	EH 32 Mandatory HMO Licensing	Environmental Health	New HMO Licensing Fee for a 1 year licence (paper application)	Per HMO (F1+F2)	£844.84	£930	£85.33	10.10%		section 63 Housing Act 2004	Statutory Discretionary	
				Fee 1	£633.13	£697	£63.95	10.10%				
				Fee 2	£211.72	£233	£21.38	10.10%				
Re	EH 33 Mandatory HMO Licensing	Environmental Health	New HMO Licensing Assisted fee for a 1 year licence (paper application)	Per HMO (F1+F2)	£981.60	£1,081	£99.14	10.10%		section 63 Housing Act 2004	Statutory Discretionary	
				Fee 1	£769.88	£848	£77.76	10.10%				
				Fee 2	£211.72	£233	£21.38	10.10%				
Re	EH 34 Mandatory HMO Licensing	Environmental Health	New HMO Licensing Fee for a 1 year licence (on line application)	Per HMO (F1+F2)	£782.04	£861	£78.99	10.10%		section 63 Housing Act 2004	Statutory Discretionary	
				Fee 1	£570.32	£628	£57.60	10.10%				
				Fee 2	£211.72	£233	£21.38	10.10%				
Re	EH 35 Mandatory HMO Licensing	Environmental Health	New HMO Licensing Assisted fee for a 1 year licence (on line application)	Per HMO (F1+F2)	£901.57	£993	£91.06	10.10%		section 63 Housing Act 2004	Statutory Discretionary	
				Fee 1	£689.85	£760	£69.67	10.10%				
				Fee 2	£211.72	£233	£21.38	10.10%				
Re	EH 36 Mandatory HMO Licensing	Environmental Health	Discount for accredited landlords	Per HMO	10% off fee 1	10% off fee 1	£0.00	0.00%		section 63 Housing Act 2004	Statutory Discretionary	
Re	EH 37 Mandatory HMO Licensing	Environmental Health	Discount for registered charities	Per HMO	10% off fee 1	10% off fee 1	£0.00	0.00%		section 63 Housing Act 2004	Statutory Discretionary	
Re	EH 38 Mandatory HMO Licensing	Environmental Health	Renewal fee up to 5 units of accommodation (paper application) for 5 years	Per HMO (F1+F2)	£1,235.86	£1,360.68	£124.82	10.10%		section 63 Housing Act 2004	Statutory Discretionary	
				Fee 1	£480.16	£528.66	£48.50	10.10%				
				Fee 2	£755.70	£832.03	£76.33	10.10%				
Re	EH 39 Mandatory HMO Licensing	Environmental Health	Assisted Renewal fee up to 5 units of accommodation (paper application)/for 5 years	Per HMO (F1+F2)	£1,282.46	£1,411.99	£129.53	10.10%		section 63 Housing Act 2004	Statutory Discretionary	
				Fee 1	£526.76	£579.96	£53.20	10.10%				
				Fee 2	£755.70	£832.03	£76.33	10.10%				
Re	EH 40 Mandatory HMO Licensing	Environmental Health	Renewal fee up to 5 units of accommodation (on-line application, when introduced) for 5 years	Per HMO (F1+F2)	£1,112.27	£1,224.61	£112.34	10.10%		section 63 Housing Act 2004	Statutory Discretionary	
				Fee 1	£432.55	£476.24	£43.69	10.10%				
				Fee 2	£679.72	£748.37	£68.65	10.10%				
Re	EH 41 Mandatory HMO Licensing	Environmental Health	Assisted Renewal fee up to 5 units of accommodation (on-line application, when introduced)/for 5 years	Per HMO (F1+F2)	£1,154.82	£1,271.46	£116.64	10.10%		section 63 Housing Act 2004	Statutory Discretionary	
				Fee 1	£473.07	£520.85	£47.78	10.10%				
				Fee 2	£681.75	£750.61	£68.86	10.10%				
Re	EH 42 Mandatory HMO Licensing	Environmental Health	Renewal fee up to 5 units of accommodation (paper application) for 1 year	Per HMO (F1+F2)	£812.43	£894.49	£82.06	10.10%		section 63 Housing Act 2004	Statutory Discretionary	
				Fee 1	£481.18	£529.78	£48.60	10.10%				
				Fee 2	£331.25	£364.71	£33.46	10.10%				
Re	EH 43 Mandatory HMO Licensing	Environmental Health	Assisted Renewal fee up to 5 units of accommodation (paper application)/for 1 year	Per HMO (F1+F2)	£861.05	£948.02	£86.97	10.10%		section 63 Housing Act 2004	Statutory Discretionary	
				Fee 1	£526.76	£579.96	£53.20	10.10%				
				Fee 2	£334.29	£368.05	£33.76	10.10%				
Re	EH 44 Mandatory HMO Licensing	Environmental Health	HMO Licensing Renewal fee for a 1 year licence (on line application, when introduced)	Per HMO (F1+F2)	£645.28	£710.45	£65.17	10.10%		section 63 Housing Act 2004	Statutory Discretionary	
				Fee 1	£433.56	£477.35	£43.79	10.10%				
				Fee 2	£211.72	£233.10	£21.38	10.10%				

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Comments	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Additional detail for new charges / above inflation
Re	EH 45 Mandatory HMO Licensing	Environmental Health	HMO Licensing Assisted Renewal fee for a 1 year licence (on line application, when introduced)	Per HMO (F1+F2)	£684.79	£753.95	£69.16	10.10%		section 63 Housing Act 2004	Statutory Discretionary	
				Fee 1	£473.07	£520.85	£47.78	10.10%				
				Fee 2	£211.72	£233.10	£21.38	10.10%				
Re	EH 46 Mandatory HMO Licensing	Environmental Health	Fee associated with an abortive visit	Per HMO	£81.65	£89.90	£8.25	10.10%		section 63 Housing Act 2004	Statutory Discretionary	
Re	EH 47 Mandatory HMO Licensing	Environmental Health	Each extra unit of accommodation over 5 units (assuming a standard fee is for up to a 5 room HMO)	Per unit	£26.84	£29.56	£2.71	10.10%		section 63 Housing Act 2004	Statutory Discretionary	
Re	EH 48 Mandatory HMO Licensing	Environmental Health	Licence holder changing nominated manager	Per request	£0.00	£0.00	£0.00	0.00%		section 63 Housing Act 2004	Statutory Discretionary	
Re	EH 49 Mandatory HMO Licensing	Environmental Health	Change in Licence holder	Per request	per EH28 - EH35, above	per EH28 - EH35, above	NEW	NEW		section 63 Housing Act 2004	Statutory Discretionary	
Re	EH 50 Mandatory HMO Licensing	Environmental Health	Recovery fee for dishonoured cheque	Each	£0.00	£0.00	NEW	NEW		section 63 Housing Act 2004	Statutory Discretionary	
Re	EH 51 Mandatory HMO Licensing	Environmental Health	HMO Licensing pre inspection refund (to cover preliminary administration costs)	Each licence	ci's administrative costs.	ci's administrative costs.	£6.04	10.10%		section 63 Housing Act 2004	Statutory Discretionary	
Re	EH 52 Mandatory HMO Licensing	Environmental Health	HMO Licensing post inspection, where no paperwork is drafted refund (to cover preliminary administration costs and inspecting officer costs)	Each licence	ci's administrative costs.	ci's administrative costs.	£28.85	10.10%		section 63 Housing Act 2004	Statutory Discretionary	
Re	EH 53 Mandatory HMO Licensing	Environmental Health	HMO Licensing post inspection refund when the property is found not to be licensable (to cover preliminary administration costs and inspection)	Each licence	ci's administrative costs.	ci's administrative costs.	£17.40	10.10%		section 63 Housing Act 2004	Statutory Discretionary	
Re	EH 54 Mandatory HMO Licensing	Environmental Health	Refund clarification for revocations	Each licence	evoked there is no refund	evoked there is no refund	£0.00	0.00%		section 63 Housing Act 2004	Statutory Discretionary	
Re	EH 55 Mandatory HMO Licensing	Environmental Health	HMO Licensing additional fee for failure to pay 2nd HMO licensing fee within 48 hours of request	Each licence	£15.70 on top of Fee 2	£17.29 on top of Fee 2	£1.59	10.10%		section 63 Housing Act 2004	Statutory Discretionary	
Food, Health & Safety												
Re	EH 56 Food Safety Courses	Food, Health and Safety	Level 2 Award in Food Safety - Per person	Per person	£72.00	£72.00	£0.00	0.00%	proposed to move to on-line	Local Government Act 2003 Localism Act 2011	Discretionary	
Re	EH 57 Food Safety Courses	Food, Health and Safety	Level 3 Award in Food Safety - Supervising food safety in catering.	Per person	£355.00	£355.00	£0.00	0.00%	proposed to move to on-line	Local Government Act 2003 Localism Act 2011	Discretionary	
Re	EH 58 Food Safety Courses	Food, Health and Safety	Level 3 Award in Food Safety - Supervising food safety in catering. - Block bookings by organisations	Per session	price on request	poa	£0.00	0.00%		Local Government Act 2003 Localism Act 2011	Discretionary	
Re	EH 59 Food Safety Courses	Food, Health and Safety	Level 2 Award in Food Safety - Council Services	Per person	£62.00	£62.00	£0.00	0.00%	proposed to move to on-line	Local Government Act 2003 Localism Act 2011	Discretionary	
Re	EH 60 Food Safety Courses	Food, Health and Safety	Level 2 Award in Food Safety - examination resit.	Per person	£35.00	£35.00	£0.00	0.00%	proposed to move to on-line	Local Government Act 2003 Localism Act 2011	Discretionary	
Re	EH 61 Food Safety Courses	Food, Health and Safety	Level 2 Award in Food Safety - Refresher - Per person	Per person	£55.00	£55.00	£0.00	0.00%	proposed to move to on-line	Local Government Act 2003 Localism Act 2011	Discretionary	
Re	EH 62 Food Safety Courses	Food, Health and Safety	Level 2 Award in Food Safety - Group Courses - Block Bookings	Per session	price on request	poa	£0.00	0.00%		Local Government Act 2003 Localism Act 2011	Discretionary	
Re	EH 63 Food Safety Courses	Food, Health and Safety	Administration charge for cancelled courses (minimum of 24 hours before course, otherwise full fee for no show)	Per person/session as applicable	30% of course fee	no change	£0.00	0.00%		Local Government Act 2003 Localism Act 2011	Discretionary	
Re	EH 64 Food Safety Courses	Food, Health and Safety	Level 1 Award in Food Safety	Per person	£50.00	£50.00	£0.00	0.00%	proposed to move to on-line	Local Government Act 2003 Localism Act 2011	Discretionary	
Re	EH 65 Food Safety Courses	Food, Health and Safety	Food Allergen training	Per person	£25.00	£25.00	£0.00	0.00%	proposed to move to on-line	Local Government Act 2003 Localism Act 2011	Discretionary	
Re	EH 66 Food Safety Courses	Food, Health and Safety	Level 1 Award in Food Safety - block bookings	per course	price on request	poa	£0.00	0.00%		Local Government Act 2003 Localism Act 2011	Discretionary	
Re	EH 67 Food Safety Courses	Food, Health and Safety	Food Allergen training courses - block bookings	per course	price on request	poa	£0.00	0.00%		Local Government Act 2003 Localism Act 2011	Discretionary	
Re	EH 68 Health and Safety at Work Courses	Food, Health and Safety	Health & Safety at Work Courses	Per person	£72.00	£72.00	£0.00	0.00%	proposed to move to on-line	Local Government Act 2003 Localism Act 2011	Discretionary	
Re	EH 69 Health and Safety at Work Courses	Food, Health and Safety	Health & Safety at Work Courses	Registered Charities	£72.00	£72.00	£0.00	0.00%	proposed to move to on-line	Local Government Act 2003 Localism Act 2011	Discretionary	
Re	EH 70 Health and Safety at Work Courses	Food, Health and Safety	Health & Safety at Work Courses	Council Services	£62.00	£62.00	£0.00	0.00%	proposed to move to on-line	Local Government Act 2003 Localism Act 2011	Discretionary	
Re	EH 71 Health and Safety at Work Courses	Food, Health and Safety	Level 2 Certificate in Health and Safety Group Courses - Block Bookings	Per session	price on request	poa	£0.00	0.00%		Local Government Act 2003 Localism Act 2011	Discretionary	

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Comments	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Additional detail for new charges / above inflation
Re	EH 72 Health and Safety at Work Courses	Food, Health and Safety	Administration charge for cancelled courses (minimum of 24 hours before course, otherwise full fee for no show)		30% of course fee	no change	£0.00	0.00%		Local Government Act 2003 Localism Act 2011	Discretionary	
Re	EH 73 Miscellaneous Food Business Charges	Food, Health and Safety	Safer Food Better Business (SFBB) Pack (Sent by post)	Each	£18.50	£20.37	£1.87	10.10%		Local Government Act 2003 Localism Act 2011	Discretionary	
Re	EH 74 Miscellaneous Food Business Charges	Food, Health and Safety	Safer Food Better Business (SFBB) Pack (Collected)	Each	£15.00	£16.52	£1.52	10.10%		Local Government Act 2003 Localism Act 2011	Discretionary	
Re	EH 75 Miscellaneous Food Business Charges	Food, Health and Safety	Safer Food Better Business diary	Each	£10.00	£11.01	£1.01	10.10%		Local Government Act 2003 Localism Act 2011	Discretionary	
Re	EH 76 Miscellaneous Food Business Charges	Food, Health and Safety	Requested Food Hygiene Rating Scheme Re-rating Inspection	Per inspection	£243.00	£267.54	£24.54	10.10%		Local Government Act 2003 Localism Act 2011	Discretionary	
Re	EH 77 Miscellaneous Food Business Charges	Food, Health and Safety	Unsound Food (Business and Commercial premises) - collection and disposal	Per seizure/voluntary surrender		Actual cost of disposal + 30% transport and admin fee	no change	£0.00	0.00%	Local Government Act 2003 Localism Act 2011	Discretionary	
Re	EH 78 Miscellaneous Food Business Charges	Food, Health and Safety	Food Export Certificates	Per certificate		Actual cost of officer time at officer hourly rate (minimum 1 hour)	no change	£0.00	0.00%		Discretionary	
Re	EH 79 Miscellaneous Food Business Charges	Food, Health and Safety	Expenses arising from additional official controls	Hourly rate		Actual cost of officer time at officer hourly rate (minimum 1 hour)	no change	£0.00	0.00%		Discretionary	
Re	EH 80 Miscellaneous Food Business Charges	Food, Health and Safety	Sampling of Private Water Supplies (The Private Water Supplies (England) Regulations 2016)			Actual laboratory analytical fees and sampling visit charges (based on officer hourly rates) up to statutory maximums	no change	£0.00	0.00%	The Private Water Supplies (England) Regulations 2016 sch.5 para. 1	Statutory cost recovery	
Environmental Health Licensing Fees												
Re	EH 81 Dangerous wild animals (Dangerous Wild Animals Act 1976)	Environmental Health Licensing Fees	New	Each	£105 application fee £410 licence fee	£115.60 application fee £451.41 licence fee	£10.60 £41.41	10.1% 10.1%		s.1(2)(e) Dangerous Wild Animals Act 1976	Statutory Discretionary	
Re	EH 82 Dangerous wild animals (Dangerous Wild Animals Act 1976)	Environmental Health Licensing Fees	Renewal	Each	£105 application fee £400 licence fee	£114.50 application fee £440.40 licence fee	£9.50 £40.40	10.1% 10.1%		s.1(2)(e) Dangerous Wild Animals Act 1976	Statutory Discretionary	
Re	EH 83 Dangerous wild animals (Dangerous Wild Animals Act 1976)	Environmental Health Licensing Fees	Zoo (Zoo Licensing Act 1981)	Each	Costs incurred including administration costs	Costs incurred including administration costs	£0.00	0.00%		s.1(2)(e) Dangerous Wild Animals Act 1976	Statutory Discretionary	
Band A - Low risk and non-invasive treatments, including manicure, pedicure, ear and nose piercing using a single use piercing gun designed for the purpose, and sun beds												
Re	EH 84 Licence for Massage and Special Treatments (including cosmetic)	piercing)	New licence	Each	£160 Application fee £100 licence fee	£176.16 Application £110.10 licence	£16.16 £10.10	10.1% 10.1%		s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Re	EH 85 Licence for Massage and Special Treatments (including cosmetic)	piercing)	Renewal licence	Each	£107 Application fee £100 licence	£117.81 Application fee £110.10 licence	£10.81 £10.10	10.1% 10.1%		s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Band B - medium risk non-invasive treatments including some beauty treatments and therapeutic treatments, head, neck and below the knee massage.												
Re	EH 86 Licence for Massage and Special Treatments (including cosmetic skin piercing)	Environmental Health Licensing Fees	New licence	Each	£249 Application fee £100 licence	£274.15 Application fee £110.10 licence	£25.15 £10.10	10.1% 10.1%		s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Re	EH 87 Licence for Massage and Special Treatments (including cosmetic skin piercing)	Environmental Health Licensing Fees	Renewal licence	Each	£198 application £100 licence fee	£218 application £110.10 licence fee	£20 £10.10	10.1% 10.1%		s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Band C - Higher risk or invasive treatments, including body massage (other than described in Band B), electrolysis, acupuncture, tattooing, saunas and laser/intense pulsed light treatments.												
Re	EH 88 Licence for Massage and Special Treatments (including cosmetic skin piercing)	Environmental Health Licensing Fees	New licence	Each	£360 application £100 licence fee	£396.36 application £110.10 licence fee	£36.36 £10.10	10.1% 10.1%		s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Re	EH 89 Licence for Massage and Special Treatments (including cosmetic skin piercing)	Environmental Health Licensing Fees	Renewal licence	Each	£320 application £100 licence fee	£352.32 application £110.10 licence fee	£32.32 £10.10	10.1% 10.1%		s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Re	EH 90 Transfer and Variation Fee	Environmental Health Licensing Fees	Band A	Each	£65.50	£72.12	£6.62	10.10%		s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Re	EH 91 Transfer and Variation Fee	Environmental Health Licensing Fees	Band B	Each	£84.00	£92.48	£8.48	10.10%		s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Re	EH 92 Transfer and Variation Fee	Environmental Health Licensing Fees	Band C	Each	£102.00	£112.30	£10.30	10.10%		s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Re	EH 93 Transfer and Variation Fee	Environmental Health Licensing Fees	Additional licensing fee for Laser Removal of hair and intense pulsed light treatments	Each	£78.00	£85.88	£7.88	10.10%		s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Re	EH 94 Transfer and Variation Fee	Environmental Health Licensing Fees	Administration fee on all aborted licence applications	Each	£0.00	£0.00	£0.00	0.00%		s.7(6) London Local Authorities Act 1991	Statutory Discretionary	

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Comments	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Additional detail for new charges / above inflation
Re	EH 95 Primary Authority Services	Environmental Health Licensing Fees	Annual fee per subject area	Per annum	Up to £750 each area of regulation	no charge	£0.00	0.00%		Regulatory Enforcement and Sanctions ACT 2008	Cost recovery	
Re	EH 96 Primary Authority Services	Environmental Health Licensing Fees	Primary authority work	Per hour	Up to £60 per hour	Up to £66 per hour	£6.00	10.00%		Regulatory Enforcement and Sanctions ACT 2008	Cost recovery	
Re	EH 97 Special Treatment Licences	Environmental Health Licensing Fees	EH Special Treatment Licences - Sole trader based at home	each application	£10 discount on licence fee for all new and renewal applications	£10 discount on licence fee for all new and renewal applications	£0.00	0.00%		s.7(6) London Local Authorities Act 1991	Statutory Discretionary	
Re	EH 98 Animal Welfare	Environmental Health Licensing Fees	Licence application fee under	per application	£130.00	£143.13	£13.13	10.10%		Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Re	EH 99 Animal Welfare	Environmental Health Licensing Fees	inspections fee animal boarding	per inspection	As per City of London published fees and charges	As per City of London published fees and charges	£0.00	0.00%		Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Re	EH 100 Animal Welfare	Environmental Health Licensing Fees	inspection fee home boarding	per inspection	As per City of London published fees and charges	As per City of London published fees and charges	£0.00	0.00%		Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Re	EH 101 Animal Welfare	Environmental Health Licensing Fees	inspection fee breeding establishments	per inspection	As per City of London published fees and charges	As per City of London published fees and charges	£0.00	0.00%		Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Re	EH 102 Animal Welfare	Environmental Health Licensing Fees		per inspection	As per City of London published fees and charges	As per City of London published fees and charges	£0.00	0.00%		Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Re	EH 103 Animal Welfare	Environmental Health Licensing Fees	inspection fee performing animals	per inspection	As per City of London published fees and charges	As per City of London published fees and charges	£0.00	0.00%		Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Re	EH 104 Animal Welfare	Environmental Health Licensing Fees		per inspection	As per City of London published fees and charges	As per City of London published fees and charges	£0.00	0.00%		Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Re	EH 105 Animal Welfare	Environmental Health Licensing Fees	inspection fee riding establishments >30 horses	per inspection	As per City of London published fees and charges	As per City of London published fees and charges	£0.00	0.00%		Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Re	EH 106 Animal Welfare	Environmental Health Licensing Fees	inspection fee riding establishments >15 & <30 horses	per inspection	As per City of London published fees and charges	As per City of London published fees and charges	£0.00	0.00%		Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Re	EH 107 Animal Welfare	Environmental Health Licensing Fees	inspection fee riding establishments ,15 horses	per inspection	As per City of London published fees and charges	As per City of London published fees and charges	£0.00	0.00%		Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Re	EH 108 Animal Welfare	Environmental Health Licensing Fees	Animal Welfare (Licensing of Activities) - New Application	Each	Fee 1 £131 plus inspection fee 2 Annual fee £155	Fee 1 £144.23 plus inspection fee 2 Annual fee £170.66	£13.23 £15.66	10.1% 10.1%		Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Re	EH 109 Animal Welfare	Environmental Health Licensing Fees	Animal Welfare (Licensing of Activities) - Variation of Licence	Each Application	£130 plus inspection fee (if required)	£143.13 plus inspection fee (if required)	£13.13	10.10%		Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Re	EH 110 Animal Welfare	Environmental Health Licensing Fees	Animal Welfare (Licensing of Activities) - Transfer	Each Application	£130.00	£143.13	£13.13	10.10%		Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Re	EH 111 Animal Welfare	Environmental Health Licensing Fees	Animal Welfare (Licensing of Activities) - Change of details	Each Application	£21.00	£23.12	£2.12	10.10%		Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Re	EH 112 Animal Welfare	Environmental Health Licensing Fees	Animal Welfare (Licensing of Activities) - Duplicate Licence	Each Application	£21.00	£23.12	£2.12	10.10%		Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Re	EH 113 Animal Welfare	Environmental Health Licensing Fees	Animal Welfare (Licensing of Activities) - Request revisit	Each Application	£41.50 plus inspection fee	£45.69 plus inspection fee	£4.19	10.10%		Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Re	EH 114 Animal Welfare	Environmental Health Licensing Fees	Animal Welfare (Licensing of Activities) - Annual Fee	On Grant of application and annually on grant date	£156.00	£171.76	£15.76	10.10%		Animal Welfare (Licensing of Activities involving animals) England Regulations 2018	Statutory Discretionary	
Re	EH 115 Pest Control	Environmental Health Licensing Fees	Rats	Per treatment	£156.50	£172.31	£15.81	10.10%		S93 - Local Government Act / Localism Act 2011	Discretionary	

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Comments	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Additional detail for new charges / above inflation
Re	EH 116 Pest Control	Environmental Health Licensing Fees	Mice	Per treatment	£156.50	£172.31	£15.81	10.10%		S93 - Local Government Act / Localism Act 2011	Discretionary	
Re	EH 117 Pest Control	Environmental Health Licensing Fees	Cockroaches	Per treatment	£156.50	£172.31	£15.81	10.10%		S93 - Local Government Act / Localism Act 2011	Discretionary	
Re	EH 118 Pest Control	Environmental Health Licensing Fees	Bed Bugs for a 2 bedroom property	Per treatment	£242.00	£266.44	£24.44	10.10%		S93 - Local Government Act / Localism Act 2011	Discretionary	
Re	EH 119 Pest Control	Environmental Health Licensing Fees	Bed Bugs (per additional bedroom)	Per treatment	£52.50	£57.80	£5.30	10.10%		S93 - Local Government Act / Localism Act 2011	Discretionary	
Re	EH 120 Pest Control	Environmental Health Licensing Fees	Fleas	Per treatment	£151.50	£166.80	£15.30	10.10%		S93 - Local Government Act / Localism Act 2011	Discretionary	
Re	EH 121 Pest Control	Environmental Health Licensing Fees	Exotic Ants	Per treatment	£202.00	£222.40	£20.40	10.10%		S93 - Local Government Act / Localism Act 2011	Discretionary	
Re	EH 122 Pest Control	Environmental Health Licensing Fees	Wasps	Per treatment	£73.50	£80.92	£7.42	10.10%		S93 - Local Government Act / Localism Act 2011	Discretionary	
Re	EH 123 Pest Control	Environmental Health Licensing Fees	Domestic crawling insects (Carpet beetles, larder beetles, etc.)	Per treatment	£151.50	£166.80	£15.30	10.10%		S93 - Local Government Act / Localism Act 2011	Discretionary	
Re	EH 124 Pest Control	Environmental Health Licensing Fees	Garden Ants	Per treatment	£151.50	£166.80	£15.30	10.10%		S93 - Local Government Act / Localism Act 2011	Discretionary	
Re	EH 125 Pest Control	Environmental Health Licensing Fees	Squirrels	Per Treatment	£293.50	£323.14	£29.64	10.10%		S93 - Local Government Act / Localism Act 2011	Discretionary	
Re	EH 126 Pest Control	Environmental Health Licensing Fees	Site pest assessment (where treatment not requested)	Per visit	Deleted	Deleted	Deleted	Deleted		S93 - Local Government Act / Localism Act 2011	Discretionary	
Re	EH 127 Pest Control	Environmental Health Licensing Fees	Call out fee for advice (refundable against the full cost of treatment)	Per visit	£30.00	£33.03	£3.03	10.10%		S93 - Local Government Act / Localism Act 2011	Discretionary	
Re	EH 128 Pest Control	Environmental Health Licensing Fees	Discount for Barnet residents (homeowners) receiving Means Tested Benefits	Per treatment	35% off list price	35% off list price	£0.00	0.00%		S93 - Local Government Act / Localism Act 2011	Discretionary	
Re	EH 129 Pest Control	Environmental Health Licensing Fees	Commercial Premises and monitoring contracts	Per annual contract	Price on application	Price on application	£0.00	0.00%		S93 - Local Government Act / Localism Act 2011	Discretionary	
Re	EH 130 Pest Control	Environmental Health Licensing Fees	Discounted charges on any pest control treatment when booked concurrently for more than one premises	Per block treatment	Price on application	Price on application	£0.00	0.00%		S93 - Local Government Act / Localism Act 2012	Discretionary	
Pollution Prevention and Control Act 1999												
									set by DEFRA			
Re	EH 131 Environmental Permit	Pollution Prevention and Control Act 1999	Application Standard	each	£1,650.00	£1,650.00	£0.00	0.00%	set by DEFRA			
Re	EH 132 Environmental Permit	Pollution Prevention and Control Act 1999	Application Reduced fee	each	£155.00	£155.00	£0.00	0.00%	set by DEFRA			
Re	EH 133 Environmental Permit	Pollution Prevention and Control Act 1999	Application Petrol vapour I&II	each	£257.00	£257.00	£0.00	0.00%	set by DEFRA			
Re	EH 134 Environmental Permit	Pollution Prevention and Control Act 1999	Application Vehicle refinishers	each	£362.00	£362.00	£0.00	0.00%	set by DEFRA			
Re	EH 135 Environmental Permit	Pollution Prevention and Control Act 1999	Application Mobile screening and crushing plant for 1st and 2nd permits	1st & 2nd applications	£1,650 (985 3rd to 7th, 485 subsequent applications)	£1,650 (985 3rd to 7th, 485 subsequent applications)	£0.00	0.00%	set by DEFRA			
Re	EH 136 Environmental Permit	Pollution Prevention and Control Act 1999	Fee operating without a permit	each	£1,188.00	£1,188.00	£0.00	0.00%	set by DEFRA			
Re	EH 137 Environmental Permit	Pollution Prevention and Control Act 1999	Late payment fee	each	£52.00	£52.00	£0.00	0.00%	set by DEFRA			
Re	EH 138 Environmental Permit	Pollution Prevention and Control Act 1999	Annual subsistence charge		Low = £772 / Medium = £1,161 / High = £1,747	Low = £772 / Medium = £1,161 / High = £1,747	£0.00	0.00%	set by DEFRA			

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Comments	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Additional detail for new charges / above inflation
Re	EH 139 Environmental Permit	Pollution Prevention and Control Act 1999	Standard	each	Low = £772 / Medium = £1,161 / High = £1,747	Low = £772 / Medium = £1,161 / High = £1,747	£0.00	0.00%	set by DEFRA			
Re	EH 140 Environmental Permit	Pollution Prevention and Control Act 1999	Reduced fee	each	Low = £79 / Medium = £158 / High = £237	Low = £79 / Medium = £158 / High = £237	£0.00	0.00%	set by DEFRA			
Re	EH 141 Environmental Permit	Pollution Prevention and Control Act 1999	Petrol vapour I&II	each	Low = £113 / Medium = £226 / High = £341	Low = £113 / Medium = £226 / High = £341	£0.00	0.00%	set by DEFRA			
Re	EH 142 Environmental Permit	Pollution Prevention and Control Act 1999	Vehicle refinishers	each	Low = £228 / Medium = £365 / High = £548	Low = £228 / Medium = £365 / High = £548	£0.00	0.00%	set by DEFRA			
Re	EH 143 Environmental Permit	Pollution Prevention and Control Act 1999	Mobile screening and crushing plant for 1st and 2nd permits	each	Low = £626 / Medium = £1034 / High = £1,551	Low = £626 / Medium = £1034 / High = £1,551	£0.00	0.00%	set by DEFRA			
Re	EH 144 Environmental Permit	Pollution Prevention and Control Act 1999	Standard Transfer and substantial change	each	Std Transfer = £169 / Partial transfer = £497 / Sub. Change = £1050	Std Transfer = £169 / Partial transfer = £497 / Sub. Change = £1050	£0.00	0.00%	set by DEFRA			
Re	EH 145 Environmental Permit	Pollution Prevention and Control Act 1999	Reduced fee Transfer and substantial change	each	Red. Fee Transfer = £78 / Partial Transfer = £47 / Substantial change = £112	Red. Fee Transfer = £78 / Partial Transfer = £47 / Substantial change = £112	£0.00	0.00%	cost from gradko not a huge increase			
Re	EH 146 Environmental Permit	Pollution Prevention and Control Act 1999	Adopt a tube scheme p/a		£144.00	£158.54	£14.54	10.10%				
Re	EH 147 General Consultancy Fees	Pollution Prevention and Control Act 1999	Specialist Environmental Health Advice/Consultancy in Barnet	Per hour	Up to £120	Up to £120	£0.00	0.00%		S93 - Local Government Act / Localism Act 2011	Discretionary	
Re	EH 148 General Consultancy Fees	Pollution Prevention and Control Act 1999	Specialist Environmental Health Advice/Consultancy in Barnet	Per Day	Up to £600 plus expenses	Up to £660.60 plus expenses	£60.60	10.10%		S93 - Local Government Act / Localism Act 2011	Discretionary	
Charges made for the seizure, removal and detention of equipment.												
Re	EH 149 Noise Act 1996	Pollution Prevention and Control Act 1999	Seizure, removal and storage of seized equipment	Each	£182.00	£200.38	£18.38	10.10%		Sch. 1 Noise Act 1996	Statutory Discretionary	
Re	EH 150 Contaminated Land Enquiries	Pollution Prevention and Control Act 1999	Basic Enquiry	Each	£54.00	£59.45	£5.45	10.10%		Regulation 8, Environmental Information Regulations 2004	Statutory Discretionary	
Re	EH 151 Contaminated Land Enquiries	Pollution Prevention and Control Act 1999	Enquiry including historical data multiple addresses	Each	£123.00	£135.42	£12.42	10.10%		Regulation 8, Environmental Information Regulations 2004	Statutory Discretionary	
Home Improvement Agency												
Re	EH 152 Home Improvement Agency	Care and Repair	Full Home Improvement Agency service	Each	Fees based on sliding percentage rate of cost of works (excluding extended warranties), with splits at: less than £10k - 20% less than £15k - 19% less than £20k - 17% less than £75k - 15% more than £75k - 12.5% Minimum fee £250 (ex VAT)	Fees based on sliding percentage rate of cost of works (excluding extended warranties), with splits at: less than £10k - 20% less than £15k - 19% less than £20k - 17% less than £75k - 15% more than £75k - 12.5% Minimum fee £275 (ex VAT)	increase of £25 to minimum fee	10.00%		The Housing Renewal Grants (Services and Charges) Order 1996	Statutory Discretionary	
Re	EH 153 Home Improvement Agency	Care and Repair	Assisted grant process	Each	Fees based on sliding percentage rate of cost of works (excluding extended warranties), with splits at: less than £10k - 15% less than £15k - 14% less than £20k - 12% more than £20k - 10% Minimum fee £250 (ex VAT)	Fees based on sliding percentage rate of cost of works (excluding extended warranties), with splits at: less than £10k - 20% less than £15k - 19% less than £20k - 17% less than £75k - 15% more than £75k - 12.5% Minimum fee £275 (ex VAT)	increase of £25 to minimum fee	10.00%		The Housing Renewal Grants (Services and Charges) Order 1996	Statutory Discretionary	
Online Training												
Re	EH 154 Online Training	Environmental Health	Food Safety Level 1	Per Course	£20.00	£20.00	£0.00	0.00%		Local Government Act 2003 Localism Act 2011	Discretionary	
Re	EH 155 Online Training	Environmental Health	Food Safety Level 2	Per Course	£25.00	£25.00	£0.00	0.00%		Local Government Act 2003 Localism Act 2011	Discretionary	
Re	EH 156 Online Training	Environmental Health	Food Safety Level 3	Per Course	£175.00	£175.00	£0.00	0.00%		Local Government Act 2003 Localism Act 2011	Discretionary	
Re	EH 157 Online Training	Environmental Health	Food Safety Level 2 Manufacturing	Per Course	£25.00	£25.00	£0.00	0.00%		Local Government Act 2003 Localism Act 2011	Discretionary	
Re	EH 158 Online Training	Environmental Health	Introduction to Allergens	Per Course	£20.00	£20.00	£0.00	0.00%		Local Government Act 2003 Localism Act 2011	Discretionary	
Re	EH 159 Online Training	Environmental Health	Health and Safety Level 1	Per Course	£20.00	£20.00	£0.00	0.00%		Local Government Act 2003 Localism Act 2011	Discretionary	
Re	EH 160 Online Training	Environmental Health	Health and Safety Level 2	Per Course	£25.00	£25.00	£0.00	0.00%		Local Government Act 2003 Localism Act 2011	Discretionary	

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Comments	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Additional detail for new charges / above inflation
Re	EH 161 Online Training	Environmental Health	Health and Safety Level 3	Per Course	£175.00	£175.00	£0.00	0.00%		Local Government Act 2003 Localism Act 2011	Discretionary	
Re	EH 162 Online Training	Environmental Health	Manual Handling	Per Course	£20.00	£20.00	£0.00	0.00%		Local Government Act 2003 Localism Act 2011	Discretionary	
Re	EH 163 Online Training	Environmental Health	Level 2 Award for Personal Licence Holders	Per Course	£25.00	£25.00	£0.00	0.00%		Local Government Act 2003 Localism Act 2011	Discretionary	
Re	EH 164 Online Training	Environmental Health	Level 2 Fire Safety	Per Course	£25.00	£25.00	£0.00	0.00%		Local Government Act 2003 Localism Act 2011	Discretionary	
Re	EH 165 Online Training	Environmental Health	Level 2 Customer Service	Per Course	£25.00	£25.00	£0.00	0.00%		Local Government Act 2003 Localism Act 2011	Discretionary	
Re	EH 166 Online Training	Environmental Health	Level 2 Understanding Stewarding at Spectator Events	Per Course	£95.00	£95.00	£0.00	0.00%		Local Government Act 2003 Localism Act 2011	Discretionary	
Re	EH 167 Online Training	Environmental Health	Level 2 Spectator Safety	Per Course	£115.00	£115.00	£0.00	0.00%		Local Government Act 2003 Localism Act 2011	Discretionary	
Re	EH 168 Online Training	Environmental Health	Level 2 Warehousing and Storage	Per Course	£80.00	£80.00	£0.00	0.00%		Local Government Act 2003 Localism Act 2011	Discretionary	
Re	EH 169 Online Training	Environmental Health	Care Certificate	Per Course	£35.00	£35.00	£0.00	0.00%		Local Government Act 2003 Localism Act 2011	Discretionary	
Re	EH 170 Online Training	Environmental Health	Emergency First Aid at Work	Per Course	£10.00	£10.00	£0.00	0.00%		Local Government Act 2003 Localism Act 2011	Discretionary	
Re	EH 171 Online Training	Environmental Health	First Aid at Work	Per Course	£15.00	£15.00	£0.00	0.00%		Local Government Act 2003 Localism Act 2011	Discretionary	
Re	EH 172 Online Training	Environmental Health	An Introduction to Fire Safety in the Workplace	Per Course	£5.00	£5.00	£0.00	0.00%		Local Government Act 2003 Localism Act 2011	Discretionary	
Re	EH 173 Online Training	Environmental Health	Communication	Per Course	£5.00	£5.00	£0.00	0.00%		Local Government Act 2003 Localism Act 2011	Discretionary	
Re	EH 174 Online Training	Environmental Health	Equality and Diversity	Per Course	£5.00	£5.00	£0.00	0.00%		Local Government Act 2003 Localism Act 2011	Discretionary	
Re	EH 175 Online Training	Environmental Health	Managing Conflict	Per Course	£5.00	£5.00	£0.00	0.00%		Local Government Act 2003 Localism Act 2011	Discretionary	
Re	EH 176 Online Training	Environmental Health	Self-Awareness and Personal Development	Per Course	£5.00	£5.00	£0.00	0.00%		Local Government Act 2003 Localism Act 2011	Discretionary	
Re	EH 177 Online Training	Environmental Health	Teamworking	Per Course	£5.00	£5.00	£0.00	0.00%		Local Government Act 2003 Localism Act 2011	Discretionary	
Re	EH 178 Online Training	Environmental Health	Environmental awareness	Per Course	£25.00	£25.00	£0.00	0.00%		Local Government Act 2003 Localism Act 2011	Discretionary	
Re	EH 179 Online Training	Environmental Health	GDPR	Per Course	£5.00	£5.00	£0.00	0.00%		Local Government Act 2003 Localism Act 2011	Discretionary	
Re	EH 180 Online Training	Environmental Health	Fraud and Fraud Awareness	Per Course	£5.00	£5.00	£0.00	0.00%		Local Government Act 2003 Localism Act 2011	Discretionary	
Re	EH 181 Online Training	Environmental Health	An Introduction to the Bribery Act	Per Course	£5.00	£5.00	£0.00	0.00%		Local Government Act 2003 Localism Act 2011	Discretionary	
Re	EH 182 Online Training	Environmental Health	Stress management	Per Course	£5.00	£5.00	£0.00	0.00%		Local Government Act 2003 Localism Act 2011	Discretionary	
Re	EH 183 Online Training	Environmental Health	Money Laundering	Per Course	£5.00	£5.00	£0.00	0.00%		Local Government Act 2003 Localism Act 2011	Discretionary	
Re	EH 184 Online Training	Environmental Health	Safe use and control of Anaphylaxis and Autoinjectors	Per Course	£5.00	£5.00	£0.00	0.00%		Local Government Act 2003 Localism Act 2011	Discretionary	
Re	EH 185 Online Training	Environmental Health	Display screen equipment (DSE)	Per Course	£5.00	£5.00	£0.00	0.00%		Local Government Act 2003 Localism Act 2011	Discretionary	

Terminology key

Statutory prescribed – legislation provides that the local authority charge for providing a service and either (a) the charge is prescribed (i.e. set eg. £100) or (b) the range is prescribed.

Statutory discretionary (or statutory costs recovery) - legislation provides that you may charge for providing a service but the amount of the charge is discretionary, within the remit of the legislation – the charge may be limited to cost recovery, reasonable cost or based on consideration of prescribed matters eg. consideration of rental value of land for allotments.

Discretionary – here the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011

Fees and Charges 2023/24

Department: Re
 Area: Cem and Crem

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Comments	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Additional detail for new charges / above inflation
A. Grave purchase for LBB Residents:												
Re	C&C 1 Cemetery and Crematorium	Cemetery and Crematorium	Class 'A' (7'6" x 3' 6") - grave pre-purchase only - LBB Residents	Each	£7,935.00	£8,736.00	£801.00	10.09%		Article 15 Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Re	C&C 2 Cemetery and Crematorium	Cemetery and Crematorium	Class 'A' grave (7'6" x 3' 6") for immediate use - LBB Residents	Each	£5,678.00	£6,251.00	£573.00	10.09%		Article 15 Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Re	C&C 3 Cemetery and Crematorium	Cemetery and Crematorium	Class 'B' (6'6" x 2' 6") grave pre-purchase only - LBB Residents	Each	£3,967.00	£4,368.00	£401.00	10.11%		Article 15 Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Re	C&C 4 Cemetery and Crematorium	Cemetery and Crematorium	Class 'B' grave (6'6" x 2' 6") for immediate use - LBB Residents	Each	£2,834.00	£3,120.00	£286.00	10.09%		Article 15 Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Half size grave for burial of ashes (Ash Grave)Note there are a limited number of these and no new 1/2 graves will be created.												
Re	C&C 5 Cemetery and Crematorium	Cemetery and Crematorium	Class 'A' (3'6" x 3'6") - half grave pre-purchase only - LBB Residents	Each	£3,967.00	£4,368.00	£401.00	10.11%	Rounded to be as near to inflation assumed to be 10.1%	Article 15 Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Re	C&C 6 Cemetery and Crematorium	Cemetery and Crematorium	Class 'A' grave (3'6" x 3'6") half grave for immediate use - LBB Residents	Each	£2,834.00	£3,120.00	£286.00	10.09%	Rounded to be as near to inflation assumed to be 10.1%	Article 15 Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Re	C&C 7 Cemetery and Crematorium	Cemetery and Crematorium	Class 'B' (3'0" x 2' 6") - half grave pre-purchase only - LBB Residents	Each	£1,963.00	£2,161.00	£198.00	10.09%	Rounded to be as near to inflation assumed to be 10.1%	Article 15 Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Re	C&C 8 Cemetery and Crematorium	Cemetery and Crematorium	Class 'B' grave (3'0" x 2' 6") half grave for immediate use - LBB Residents	Each	£1,389.00	£1,529.00	£140.00	10.08%	Rounded to be as near to inflation assumed to be 10.1%	Article 15 Local Authorities Cemeteries Order 1977	Statutory Discretionary	
B. Grave purchase for Non-LBB Residents:												
Re	C&C 9 Cemetery and Crematorium	Cemetery and Crematorium	Class 'A' (7'6" x 3' 6") grave pre-purchase only - Non LBB Residents	Each	£17,108.00	£18,836.00	£1,728.00	10.10%	Rounded to be as near to inflation assumed to be 10.1%	Article 15 Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Re	C&C 10 Cemetery and Crematorium	Cemetery and Crematorium	Class 'A' grave (7'6" x 3' 6") for immediate use - Non LBB Residents	Each	£10,686.00	£11,765.00	£1,079.00	10.10%	Rounded to be as near to inflation assumed to be 10.1%	Article 15 Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Re	C&C 11 Cemetery and Crematorium	Cemetery and Crematorium	Class 'B' (6'6" x 2' 6") grave pre-purchase only - Non LBB Residents	Each	£9,058.00	£9,973.00	£915.00	10.10%	Rounded to be as near to inflation assumed to be 10.1%	Article 15 Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Re	C&C 12 Cemetery and Crematorium	Cemetery and Crematorium	Class 'B' (6'6" x 2' 6") for immediate use - Non LBB Residents	Each	£5,730.00	£6,309.00	£579.00	10.10%	Rounded to be as near to inflation assumed to be 10.1%	Article 15 Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Half size grave for burial of ashes (Ash Grave)Note there are a limited number of these and no new 1/2 graves will be created.												
Re	C&C 13 Cemetery and Crematorium	Cemetery and Crematorium	Class 'A' (3'6" x 3'6") - half grave pre-purchase only - Non LBB Residents	Each	£7,820.00	£8,610.00	£790.00	10.10%	Rounded to be as near to inflation assumed to be 10.1%	Article 15 Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Re	C&C 14 Cemetery and Crematorium	Cemetery and Crematorium	Class 'A' (3'6" x 3' 6") half grave for immediate use - Non LBB Residents	Each	£4,846.00	£5,335.00	£489.00	10.09%	Rounded to be as near to inflation assumed to be 10.1%	Article 15 Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Re	C&C 15 Cemetery and Crematorium	Cemetery and Crematorium	Class 'B' (3'0" x 2' 6") - half grave pre-purchase only - Non LBB Residents	Each	£3,801.00	£4,185.00	£384.00	10.10%	Rounded to be as near to inflation assumed to be 10.1%	Article 15 Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Re	C&C 16 Cemetery and Crematorium	Cemetery and Crematorium	Class 'B' (3'0" x 2' 6") half grave for immediate use - Non LBB Residents	Each	£2,366.00	£2,605.00	£239.00	10.10%	Rounded to be as near to inflation assumed to be 10.1%	Article 15 Local Authorities Cemeteries Order 1977	Statutory Discretionary	
C. Mausoleums (Single price for LBB residents and non-residents)												
Re	C&C 17 Cemetery and Crematorium	Cemetery and Crematorium	Mausoleum pre-purchase	Each	£22,750.00	£25,048.00	£2,298.00	10.10%	Rounded to be as near to inflation assumed to be 10.1%	Article 15 Local Authorities Cemeteries Order 1977	Statutory Discretionary	

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Comments	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Additional detail for new charges / above inflation
Re	C&C 18 Cemetery and Crematorium	Cemetery and Crematorium	Mausoleum space for immediate use	Each	£16,500.00	£18,167.00	£1,667.00	10.10%	Rounded to be as near to inflation assumed to be 10.1%	Article 15 Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Re	C&C 19 Cemetery and Crematorium	Cemetery and Crematorium	Construction of Mausoleum	Each	£13,300.00	£14,643.00	£1,343.00	10.10%	Rounded to be as near to inflation assumed to be 10.1%	Article 15 Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Re	C&C 20 Cemetery and Crematorium	Cemetery and Crematorium	Community Mausoleum	Each	£10,000.00	£7,990.00	-£2,010.00	-20.10%	Reduced following benchmarking	Article 15 Local Authorities Cemeteries Order 1977	Statutory Discretionary	
D. Burial Vaults												
Re	C&C 21 Cemetery and Crematorium	Cemetery and Crematorium	Burial Vault (Resident)	Each	£12,000.00	£9,990.00	-£2,010.00	-16.75%	Reduced following benchmarking	Article 15 Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Re	C&C 22 Cemetery and Crematorium	Cemetery and Crematorium	Burial Vault (Non resident)	Each	£18,000.00	£14,000.00	-£4,000.00	-22.22%	Reduced following benchmarking	Article 15 Local Authorities Cemeteries Order 1977	Statutory Discretionary	
E. Interments (Single price for LBB Residents and non-Residents)												
Re	C&C 23 Cemetery and Crematorium	Cemetery and Crematorium	Interment - Persons over 16 years of age (single depth)	Each	£946.00	£1,042.00	£96.00	10.15%	Rounded to be as near to inflation assumed to be 10.1%	Article 15 Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Re	C&C 24 Cemetery and Crematorium	Cemetery and Crematorium	Interment - pre-dug grave	Each	£705.00	£775.00	£70.00	9.93%	Rounded to be as near to inflation assumed to be 10.1%	Article 15 Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Re	C&C 26 Cemetery and Crematorium	Cemetery and Crematorium	Interment - Additional charge for each additional coffin depth (up to maximum of 4)	Each	£268.00	£295.00	£27.00	10.07%	Rounded to be as near to inflation assumed to be 10.1%	Article 15 Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Re	C&C 27 Cemetery and Crematorium	Cemetery and Crematorium	Burial of Ashes into a private grave at minimum depth without movement of memorial/landing (see separate charge for removal of memorial)	Each	£499.00	£549.00	£50.00	10.02%	Rounded to be as near to inflation assumed to be 10.1%	Article 15 Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Re	C&C 28 Cemetery and Crematorium	Cemetery and Crematorium	Public interment - Persons over 16 years of age	Each	£584.00	£643.00	£59.00	10.10%	Rounded to be as near to inflation assumed to be 10.1%	Article 15 Local Authorities Cemeteries Order 1977	Statutory Discretionary	
F. General Burial Fees												
Re	C&C 31 Cemetery and Crematorium	Cemetery and Crematorium	Exhumation of Deceased	Each	£1,537.00	£1,692.00	£155.00	10.08%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act/s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 32 Cemetery and Crematorium	Cemetery and Crematorium	Removal and/or replacing of memorials (all parts of the cemetery) kerbs and landing unto 4ft 6	Each	£315.00	£347.00	£32.00	10.16%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act/s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 33 Cemetery and Crematorium	Cemetery and Crematorium	Removal and/or replacing of memorials (all parts of the cemetery) over 4ft 6	Each	Price on application	Price on application	£0.00	0.00%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act/s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 34 Cemetery and Crematorium	Cemetery and Crematorium	Additional charge for a Weekend or Bank Holiday Burial.	Each	£268.00	£295.00	£27.00	10.07%	Rounded to be as near to inflation assumed to be 10.1%	Article 15 Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Re	C&C 35 Cemetery and Crematorium	Cemetery and Crematorium	Additional charge for a Weekend or bank Holiday Burial for cremated remains	Each	£140.00	£154.00	£14.00	10.00%	Rounded to be as near to inflation assumed to be 10.1%	Article 15 Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Re	C&C 36 Cemetery and Crematorium	Cemetery and Crematorium	Shroud Burials	Each	£230.00	£253.00	£23.00	10.00%	Rounded to be as near to inflation assumed to be 10.1%	Article 15 Local Authorities Cemeteries Order 1977	Statutory Discretionary	

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Comments	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Additional detail for new charges / above inflation
Re	C&C 37 Cemetery and Crematorium	Cemetery and Crematorium	Casket Burial	Each	£326.00	£359.00	£33.00	10.12%	Rounded to be as near to inflation assumed to be 10.1%	Article 15 Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Re	C&C 38 Cemetery and Crematorium	Cemetery and Crematorium	Grave Lease Extension Resident 'B' class per year (minimum of 5 years)	Each	£25.00	£27.00	£2.00	8.00%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act/s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 39 Cemetery and Crematorium	Cemetery and Crematorium	Grave Lease Extension Non Resident 'A' Class per year (minimum of 5 years)	Each	£102.00	£112.00	£10.00	9.80%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act/s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 40 Cemetery and Crematorium	Cemetery and Crematorium	Grave Lease Extension Non Resident 'B' Class per year (minimum of 5 years)	Each	£50.00	£55.00	£5.00	10.00%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act/s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 41 Cemetery and Crematorium	Cemetery and Crematorium	Decking style temporary wooden grave surround standard 'A' Class grave (7'6" x 3' 6")	Each	£184.00	£203.00	£19.00	10.33%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act/s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 42 Cemetery and Crematorium	Cemetery and Crematorium	Decking style temporary wooden grave surround for 'B' Class grave (6'6" x 2' 6")	Each	£151.00	£166.00	£15.00	9.93%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 43 Cemetery and Crematorium	Cemetery and Crematorium	Decking style temporary wooden grave surround for 'A' Class - Ash Grave (3'6" x 3'6")	Each	£100.00	£110.00	£10.00	10.00%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 44 Cemetery and Crematorium	Cemetery and Crematorium	Decking style temporary wooden grave surround for 'B' Class - Ash Grave (3'0" x 2' 6")	Each	£89.00	£98.00	£9.00	10.11%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 45 Cemetery and Crematorium	Cemetery and Crematorium	Washing of Half size Kerb and Landing and Headstone only	Each	£69.00	£76.00	£7.00	10.14%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 46 Cemetery and Crematorium	Cemetery and Crematorium	Washing of Full Size Kerb and Landing Memorial including Headstone	Each	£117.00	£129.00	£12.00	10.26%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 47 Cemetery and Crematorium	Cemetery and Crematorium	Raise and Level of Headstone and Half Size kerb and Landing	Each	£86.00	£95.00	£9.00	10.47%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 48 Cemetery and Crematorium	Cemetery and Crematorium	Raise and Level of Headstone and Full size Kerb and Landing	Each	£117.00	£129.00	£12.00	10.26%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 49 Cemetery and Crematorium	Cemetery and Crematorium	Memorial Seat, 6ft, inclusive of plaque up to 60 letters maximum inscription. (no on-going care) for placement on a pre-owned grave subject to payment of additional permit fee.	Each	£1,494.00	£1,645.00	£151.00	10.11%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
G. Permits												
Permit for erecting new monuments, memorials, grave stones and tablets for the right to erect or place on private graves (including first inscription)												
Re	C&C 50 Cemetery and Crematorium	Cemetery and Crematorium	Permit - Headstone with kerbs	Each	£347.00	£382.00	£35.00	10.09%	Rounded to be as near to inflation assumed to be 10.1%	Article 15 Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Re	C&C 51 Cemetery and Crematorium	Cemetery and Crematorium	Permit - Headstone only	Each	£268.00	£295.00	£27.00	10.07%	Rounded to be as near to inflation assumed to be 10.1%	Article 15 Local Authorities Cemeteries Order 1977	Statutory Discretionary	

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Comments	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Additional detail for new charges / above inflation
Re	C&C 52 Cemetery and Crematorium	Cemetery and Crematorium	Permit - Conversion of existing Headstone to include kerbs	Each	£113.00	£124.00	£11.00	9.73%	Rounded to be as near to inflation assumed to be 10.1%	Article 15 Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Re	C&C 53 Cemetery and Crematorium	Cemetery and Crematorium	Permit - Memorial in the form of a vase, tablet, seat or bench or wooden cross etc.	Each	£92.00	£101.00	£9.00	9.78%	Rounded to be as near to inflation assumed to be 10.1%	Article 15 Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Re	C&C 54 Cemetery and Crematorium	Cemetery and Crematorium	Permit - Renovation or additional inscription	Each	£113.00	£124.00	£11.00	9.73%	Rounded to be as near to inflation assumed to be 10.1%	Article 15 Local Authorities Cemeteries Order 1977	Statutory Discretionary	
Re	C&C 55 Cemetery and Crematorium	Cemetery and Crematorium	Retrospective permit application	Each	2 x permit normal fee	2 x permit normal fee	£0.00	0.00%	Rounded to be as near to inflation assumed to be 10.1%	Article 15 Local Authorities Cemeteries Order 1977	Statutory Discretionary	
H. Annual Planting etc. and General Attention of Private Graves (per single grave space)												
Re	C&C 56 Cemetery and Crematorium	Cemetery and Crematorium	Planting Evergreen shrubs only	Each	£225.00	£248.00	£23.00	10.22%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 57 Cemetery and Crematorium	Cemetery and Crematorium	Turfing only	Each	£163.00	£179.00	£16.00	9.82%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 58 Cemetery and Crematorium	Cemetery and Crematorium	Planting - Seasonal Bedding	Each	£336.00	£370.00	£34.00	10.12%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 59 Cemetery and Crematorium	Cemetery and Crematorium	Turfing or Moulding (No maintenance)	Each	£92.00	£101.00	£9.00	9.78%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 60 Cemetery and Crematorium	Cemetery and Crematorium	Provision of a wooden cross including brass plaque	Each	£178.00	£196.00	£18.00	10.11%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 61 Cemetery and Crematorium	Cemetery and Crematorium	1 Yr full grave maintenance to include seasonal bedding and 1 washing of headstone.	Each	£383.00	£422.00	£39.00	10.18%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 62 Cemetery and Crematorium	Cemetery and Crematorium	1 Yr full grave maintenance to include seasonal bedding and 1 washing of full size kerb and landing.	Each	£431.00	£475.00	£44.00	10.21%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
I. Transfer of Grave Ownership												
Re	C&C 63 Cemetery and Crematorium	Cemetery and Crematorium	Transfer by Probate, Letters of Administration, or Private Statutory Declaration	Each	£82.00	£90.00	£8.00	9.76%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act/s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 64 Cemetery and Crematorium	Cemetery and Crematorium	Transfer by Assignment, Assent, Hendon Statutory Declaration or Renunciation	Each	£135.00	£149.00	£14.00	10.37%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act/s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 65 Cemetery and Crematorium	Cemetery and Crematorium	Transfer by combination of Probate, Letters of Administration, or Private Statutory Declaration and Assignment, Assent, Hendon Statutory Declaration or Renunciation	Each	£199.00	£219.00	£20.00	10.05%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act/s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 66 Cemetery and Crematorium	Cemetery and Crematorium	Duplicate of Deed of Ownership	Each	£26.00	£28.00	£2.00	7.69%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act/s93 Local Government Act 2003	Statutory Discretionary	

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Comments	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Additional detail for new charges / above inflation
Re	C&C 67 Cemetery and Crematorium	Cemetery and Crematorium	Duplicate of Cremation Certificate	Each	£15.00	£16.00	£1.00	6.67%	Rounded to be as near to inflation assumed to be 10.1%	s9 Cremation Act 1902	Statutory Discretionary	
J. Cremation Fees												
Re	C&C 68 Cemetery and Crematorium	Cemetery and Crematorium	Cremation - Persons over 16 years weekday (Funeral Directors Not holding an account)	Each	£763.00	£840.00	£77.00	10.09%	Rounded to be as near to inflation assumed to be 10.1%	s9 Cremation Act 1902	Statutory Discretionary	
Re	C&C 69 Cemetery and Crematorium	Cemetery and Crematorium	Cremation - Persons over 16 years weekend and bank Holidays (Funeral Directors Not holding an account)	Each	£884.00	£973.00	£89.00	10.07%	Rounded to be as near to inflation assumed to be 10.1%	s9 Cremation Act 1902	Statutory Discretionary	
Re	C&C 70 Cemetery and Crematorium	Cemetery and Crematorium	Cremation - Persons over 16 years weekday (Funeral Directors holding an account)	Each	£681.00	£750.00	£69.00	10.13%	Rounded to be as near to inflation assumed to be 10.1%	s9 Cremation Act 1902	Statutory Discretionary	
Re	C&C 71 Cemetery and Crematorium	Cemetery and Crematorium	Cremation - Persons over 16 years weekends and bank Holidays (Funeral Directors holding an account)	Each	£804.00	£885.00	£81.00	10.07%	Rounded to be as near to inflation assumed to be 10.1%	s9 Cremation Act 1902	Statutory Discretionary	
Re	C&C 72 Cemetery and Crematorium	Cemetery and Crematorium	Cremation - Persons over 16 years weekends and bank Holidays + 2 hours in North chapel	Each	£1,440.00	£1,585.00	£145.00	10.07%	Rounded to be as near to inflation assumed to be 10.1%	s9 Cremation Act 1902	Statutory Discretionary	
Re	C&C 73 Cemetery and Crematorium	Cemetery and Crematorium	Cremation - Persons over 16 years weekday between 09:00-09:45	Each	£405.00	£446.00	£41.00	10.12%	Rounded to be as near to inflation assumed to be 10.1%	s9 Cremation Act 1902	Statutory Discretionary	
Re	C&C 76 Cemetery and Crematorium	Cemetery and Crematorium	Public Health Cremations	Each	£230.00	£253.00	£23.00	10.00%	Rounded to be as near to inflation assumed to be 10.1%	s9 Cremation Act 1902	Statutory Discretionary	
K. Memorials - memorial gardens												
Re	C&C 77 Cemetery and Crematorium	Cemetery and Crematorium	Standard Rose Bush 3 yr. lease	Each	£252.00	£277.00	£25.00	9.92%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 78 Cemetery and Crematorium	Cemetery and Crematorium	Memorial Rose Bush and Plaque 3 yr. lease	each	£194.00	£214.00	£20.00	10.31%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 79 Cemetery and Crematorium	Cemetery and Crematorium	Memorial Rose Bush renewable 3 yr. lease	each	£326.00	£359.00	£33.00	10.12%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 80 Cemetery and Crematorium	Cemetery and Crematorium	Memorial Rose Standard and Plaque 3 yr. lease	each	£394.00	£434.00	£40.00	10.15%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 81 Cemetery and Crematorium	Cemetery and Crematorium	Rose Plaque	each	£146.00	£161.00	£15.00	10.27%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 82 Cemetery and Crematorium	Cemetery and Crematorium	Columbarium Niche (10 year lease)	Each	£1,790.00	£1,971.00	£181.00	10.11%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 83 Cemetery and Crematorium	Cemetery and Crematorium	Placing additional urn in same niche	Each	£176.00	£194.00	£18.00	10.23%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Comments	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Additional detail for new charges / above inflation
Re	C&C 84 Cemetery and Crematorium	Cemetery and Crematorium	Lily Pond tablet (10 year lease)	Each	£683.00	£752.00	£69.00	10.10%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 85 Cemetery and Crematorium	Cemetery and Crematorium	Cleaning of Lily Pond tablet	Each	£67.00	£74.00	£7.00	10.45%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 86 Cemetery and Crematorium	Cemetery and Crematorium	Leather Panel Scheme (10 year lease, Max 60 letters)	Each	£189.00	£208.00	£19.00	10.05%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 87 Cemetery and Crematorium	Cemetery and Crematorium	Wall tablet in Book of Remembrance Hall (10 Yr lease)	Each	£1,115.00	£1,228.00	£113.00	10.13%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 88 Cemetery and Crematorium	Cemetery and Crematorium	Old Memorial - Inscriptions	Each	£3.99	£4.35	£0.36	8.92%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 89 Cemetery and Crematorium	Cemetery and Crematorium	Entry in Book of Remembrance consisting of 2 lines	Each	£173.00	£190.00	£17.00	9.83%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 90 Cemetery and Crematorium	Cemetery and Crematorium	Entry in Book of Remembrance consisting of 5 lines	Each	£247.00	£272.00	£25.00	10.12%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 91 Cemetery and Crematorium	Cemetery and Crematorium	Copy of Book of Remembrance - 2 lines	Each	£82.00	£90.00	£8.00	9.76%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 92 Cemetery and Crematorium	Cemetery and Crematorium	Book of Remembrance copy 5 lines	Each	£134.00	£146.00	£12.00	8.96%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 93 Cemetery and Crematorium	Cemetery and Crematorium	Armorial bearing or badges (these may be engrossed in the Book of Remembrance only if accompanied by an inscription of at least 5 lines)	Each	£336.00	£370.00	£34.00	10.12%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 94 Cemetery and Crematorium	Cemetery and Crematorium	Memorial Jewellery	Each	£43.00	£47.00	£3.90	9.07%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
L. Urns and Caskets												
M. Ashes strewing and storage												
Re	C&C 95 Cemetery and Crematorium	Cemetery and Crematorium	Strewing of Ashes when returned to Hendon after 12 month of cremation	Each	£124.00	£137.00	£13.00	10.48%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 96 Cemetery and Crematorium	Cemetery and Crematorium	Strewing of Ashes when cremated elsewhere	Each	£163.00	£179.00	£16.00	9.82%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 97 Cemetery and Crematorium	Cemetery and Crematorium	Long-term storage of Ashes per month	Each	£27.00	£29.00	£2.00	7.41%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 98 Cemetery and Crematorium	Cemetery and Crematorium	Long-term storage of Ashes per year	Each	£273.00	£301.00	£28.00	10.26%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Comments	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Additional detail for new charges / above inflation
N. Chapel Hire and Organist Fees												
Re	C&C 99 Cemetery and Crematorium	Cemetery and Crematorium	Fee for Organ Music and Services of Organist	Each	£66.00	£73.00	£7.00	10.61%	Rounded to be as near to inflation assumed to be 10.1%	s15 (1) (a) The Local Authorities' Cemeteries Order 1977	Statutory Discretionary	
Re	C&C 100 Cemetery and Crematorium	Cemetery and Crematorium	Use of Chapel for additional ½ hour Service	Each	£125.00	£138.00	£13.00	10.40%	Rounded to be as near to inflation assumed to be 10.1%	s15 (1) (a) The Local Authorities' Cemeteries Order 1977	Statutory Discretionary	
Re	C&C 101 Cemetery and Crematorium	Cemetery and Crematorium	Use of Chapel plus Organist for additional ½ hour Service	Each	£194.00	£214.00	£20.00	10.31%	Rounded to be as near to inflation assumed to be 10.1%	s15 (1) (a) The Local Authorities' Cemeteries Order 1977	Statutory Discretionary	
O. Web access to services												
Re	C&C 102 Cemetery and Crematorium	Cemetery and Crematorium	Live video streaming of funeral services and provision of DVD	Each	£263.00	£290.00	£27.00	10.27%	Rounded to be as near to inflation assumed to be 10.1%	s15 (1) (a) The Local Authorities' Cemeteries Order 1977	Statutory Discretionary	
P. Anniversary Services												
Re	C&C 103 Cemetery and Crematorium	Cemetery and Crematorium	Placing of flowers etc. at key anniversary dates for the client. Take photograph and e mail client picture of placed memorial (excludes cost of flowers)	Each	£100.00	£110.00	£10.00	10.00%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Q. Memorial Bird Boxes												
Re	C&C 104 Cemetery and Crematorium	Cemetery and Crematorium	Bird	Each	£15.00	£16.00	£1.00	6.67%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 105 Cemetery and Crematorium	Cemetery and Crematorium	Bat	Each	£35.00	£38.00	£3.00	8.57%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 106 Cemetery and Crematorium	Cemetery and Crematorium	Owl	Each	£60.00	£66.00	£6.00	10.00%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 107 Cemetery and Crematorium	Cemetery and Crematorium	Tawny Owl	Each	£120.00	£132.00	£12.00	10.00%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 108 Cemetery and Crematorium	Cemetery and Crematorium	Bird (with memorial plaque)	Each	£25.00	£27.00	£2.00	8.00%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 109 Cemetery and Crematorium	Cemetery and Crematorium	Bat (with memorial plaque)	Each	£45.00	£49.00	£4.00	8.89%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 110 Cemetery and Crematorium	Cemetery and Crematorium	Owl (with memorial plaque)	Each	£70.00	£77.00	£7.00	10.00%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 111 Cemetery and Crematorium	Cemetery and Crematorium	Tawny Owl (with memorial plaque)	Each	£130.00	£143.00	£13.00	10.00%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
R. New Memorials												
Re	C&C 114 Cemetery and Crematorium	Cemetery and Crematorium	Sanctum Panorama Niche (5 year lease) (includes 1st standard inscription)	Each	£833.00	£917.00	£84.00	10.08%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Comments	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Additional detail for new charges / above inflation
Re	C&C 115 Cemetery and Crematorium	Cemetery and Crematorium	Sanctum Panorama Niche (10 year lease) (includes 1st standard inscription)	Each	£1,080.00	£1,189.00	£109.00	10.09%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 116 Cemetery and Crematorium	Cemetery and Crematorium	Sanctum Panorama Niche (15 year lease) (includes 1st standard inscription)	Each	£1,250.00	£1,376.00	£126.00	10.08%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 117 Cemetery and Crematorium	Cemetery and Crematorium	Sanctum Panorama Niche (20 year lease) (includes 1st standard inscription)	Each	£1,500.00	£1,652.00	£152.00	10.13%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 118 Cemetery and Crematorium	Cemetery and Crematorium	Sanctum Panorama Niche (30 year lease) (includes 1st standard inscription)	Each	£2,000.00	£2,202.00	£202.00	10.10%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 119 Cemetery and Crematorium	Cemetery and Crematorium	Sanctum Panorama Niche (50 year lease) (includes 1st standard inscription)	Each	£2,916.00	£3,211.00	£295.00	10.12%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 120 Cemetery and Crematorium	Cemetery and Crematorium	Sanctum Panorama Niche (75 year lease) (includes 1st standard inscription)	Each	£5,000.00	£5,505.00	£505.00	10.10%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 121 Cemetery and Crematorium	Cemetery and Crematorium	Photo inscription	Each	£150.00	£165.00	£15.00	10.00%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 122 Cemetery and Crematorium	Cemetery and Crematorium	Additional inscription	per letter	£2.80	£3.05	£0.25	8.93%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 123 Cemetery and Crematorium	Cemetery and Crematorium	Additional ashes interment	Each	£250.00	£275.00	£25.00	10.00%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 126 Cemetery and Crematorium	Cemetery and Crematorium	Sanctum 2000 (5 year lease) (includes 1st standard inscription)	Each	£833.00	£917.00	£84.00	10.08%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 127 Cemetery and Crematorium	Cemetery and Crematorium	Sanctum 2000 (10 year lease) (includes 1st standard inscription)	Each	£1,080.00	£1,189.00	£109.00	10.09%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 128 Cemetery and Crematorium	Cemetery and Crematorium	Sanctum 2000 (15 year lease) (includes 1st standard inscription)	Each	£1,250.00	£1,376.00	£126.00	10.08%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 129 Cemetery and Crematorium	Cemetery and Crematorium	Sanctum 2000 (20 year lease) (includes 1st standard inscription)	Each	£1,500.00	£1,652.00	£152.00	10.13%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 130 Cemetery and Crematorium	Cemetery and Crematorium	Sanctum 2000 (30 year lease) (includes 1st standard inscription)	Each	£2,000.00	£2,202.00	£202.00	10.10%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 131 Cemetery and Crematorium	Cemetery and Crematorium	Sanctum 2000 (50 year lease) (includes 1st standard inscription)	Each	£2,916.00	£3,211.00	£295.00	10.12%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Comments	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Additional detail for new charges / above inflation
Re	C&C 132 Cemetery and Crematorium	Cemetery and Crematorium	Sanctum 2000 (75 year lease) (includes 1st standard inscription)	Each	£5,000.00	£5,505.00	£505.00	10.10%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 133 Cemetery and Crematorium	Cemetery and Crematorium	Flower posey Holder	Each	£62.50	£69.00	£6.50	10.40%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 134 Cemetery and Crematorium	Cemetery and Crematorium	Photo inscription	Each	£150.00	£165.00	£15.00	10.00%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 136 Cemetery and Crematorium	Cemetery and Crematorium	Additional ashes interment	Each	£250.00	£275.00	£25.00	10.00%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 137 Cemetery and Crematorium	Cemetery and Crematorium	Single vase block (10 Year lease) (includes 1 standard inscription)	Each	£375.00	£413.00	£38.00	10.13%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 138 Cemetery and Crematorium	Cemetery and Crematorium	Single vase block (15 Year lease) (includes 1 standard inscription)	Each	£520.00	£573.00	£53.00	10.19%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 139 Cemetery and Crematorium	Cemetery and Crematorium	Single vase block (20 Year lease) (includes 1 standard inscription)	Each	£625.00	£688.00	£63.00	10.08%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 140 Cemetery and Crematorium	Cemetery and Crematorium	Single vase block (30 Year lease) (includes 1 standard inscription)	Each	£830.00	£914.00	£84.00	10.12%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 141 Cemetery and Crematorium	Cemetery and Crematorium	Single vase block (50 Year lease) (includes 1 standard inscription)	Each	£1,210.00	£1,332.00	£122.00	10.08%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 142 Cemetery and Crematorium	Cemetery and Crematorium	Single vase block (75 Year lease) (includes 1 standard inscription)	Each	£1,730.00	£1,905.00	£175.00	10.12%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 143 Cemetery and Crematorium	Cemetery and Crematorium	Photo inscription	Each	£150.00	£165.00	£15.00	10.00%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 145 Cemetery and Crematorium	Cemetery and Crematorium	Memorial barbian plaque (10 Year lease) (includes 1 standard inscription)	Each	£375.00	£413.00	£38.00	10.13%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 146 Cemetery and Crematorium	Cemetery and Crematorium	Memorial barbian plaque (15 Year lease) (includes 1 standard inscription)	Each	£465.00	£512.00	£47.00	10.11%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 147 Cemetery and Crematorium	Cemetery and Crematorium	Memorial barbian plaque (20 Year lease) (includes 1 standard inscription)	Each	£555.00	£611.00	£56.00	10.09%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 148 Cemetery and Crematorium	Cemetery and Crematorium	Memorial barbian plaque (30 Year lease) (includes 1 standard inscription)	Each	£740.00	£815.00	£75.00	10.14%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Comments	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Additional detail for new charges / above inflation
Re	C&C 149 Cemetery and Crematorium	Cemetery and Crematorium	Memorial barbian plaque (50 Year lease) (includes 1 standard inscription)	Each	£1,075.00	£1,184.00	£109.00	10.14%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 150 Cemetery and Crematorium	Cemetery and Crematorium	Memorial barbian plaque (75 Year lease) (includes 1 standard inscription)	Each	£1,540.00	£1,696.00	£156.00	10.13%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 151 Cemetery and Crematorium	Cemetery and Crematorium	Photo inscription	Each	£75.00	£83.00	£8.00	10.67%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 153 Cemetery and Crematorium	Cemetery and Crematorium	Sanctum 4 (5 year lease) (includes 1st standard inscription)	Each	£1,750.00	£1,927.00	£177.00	10.11%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 154 Cemetery and Crematorium	Cemetery and Crematorium	Sanctum 4 (10 year lease) (includes 1st standard inscription)	Each	£2,275.00	£2,505.00	£230.00	10.11%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 155 Cemetery and Crematorium	Cemetery and Crematorium	Sanctum 4 (15 year lease) (includes 1st standard inscription)	Each	£2,625.00	£2,890.00	£265.00	10.10%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 156 Cemetery and Crematorium	Cemetery and Crematorium	Sanctum 4 (20 year lease) (includes 1st standard inscription)	Each	£3,150.00	£3,468.00	£318.00	10.10%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 157 Cemetery and Crematorium	Cemetery and Crematorium	Sanctum 4 (30 year lease) (includes 1st standard inscription)	Each	£4,200.00	£4,624.00	£424.00	10.10%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 158 Cemetery and Crematorium	Cemetery and Crematorium	Sanctum 4 (50 year lease) (includes 1st standard inscription)	Each	£6,125.00	£6,744.00	£619.00	10.11%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 159 Cemetery and Crematorium	Cemetery and Crematorium	Sanctum 4 (75 year lease) (includes 1st standard inscription)	Each	£8,750.00	£9,634.00	£884.00	10.10%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 160 Cemetery and Crematorium	Cemetery and Crematorium	Additional memorials from catalogue	Each	Price on application		£0.00	0.00%		s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 161 Cemetery and Crematorium	Cemetery and Crematorium	Lease renewal	Each	75% of the current new lease price		£0.00	0.00%		s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
S. Spring bulbs to be planted by cemetery staff												
Re	C&C 162 Cemetery and Crematorium	Cemetery and Crematorium	Crocus (15 bulbs)	Each	£8.33	£9.08	£0.75	9.00%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 163 Cemetery and Crematorium	Cemetery and Crematorium	Crocus (50 bulbs)	Each	£25.00	£27.00	£2.00	8.00%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 164 Cemetery and Crematorium	Cemetery and Crematorium	Crocus (100 bulbs)	Each	£41.66	£46.00	£4.34	10.42%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 165 Cemetery and Crematorium	Cemetery and Crematorium	Crocus (200 bulbs)	Each	£66.66	£73.00	£6.34	9.51%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Comments	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Additional detail for new charges / above inflation
Re	C&C 166 Cemetery and Crematorium	Cemetery and Crematorium	Daffodil (15 bulbs)	Each	£12.50	£13.60	£1.10	8.80%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 167 Cemetery and Crematorium	Cemetery and Crematorium	Daffodil (50 bulbs)	Each	£33.33	£36.00	£2.67	8.01%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 168 Cemetery and Crematorium	Cemetery and Crematorium	Daffodil (100 bulbs)	Each	£58.33	£64.00	£5.67	9.72%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 169 Cemetery and Crematorium	Cemetery and Crematorium	Daffodil (200 bulbs)	Each	£100.00	£110.00	£10.00	10.00%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 170 Cemetery and Crematorium	Cemetery and Crematorium	Tulip (15 bulbs)	Each	£8.33	£9.08	£0.75	9.00%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 171 Cemetery and Crematorium	Cemetery and Crematorium	Tulip (50 bulbs)	Each	£25.00	£27.00	£2.00	8.00%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 172 Cemetery and Crematorium	Cemetery and Crematorium	Tulip (100 bulbs)	Each	£41.66	£46.00	£4.34	10.42%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 173 Cemetery and Crematorium	Cemetery and Crematorium	Tulip (200 bulbs)	Each	£66.66	£73.00	£6.34	9.51%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Re	C&C 174 Cemetery and Crematorium	Cemetery and Crematorium	Other varieties can be purchased	Each	Price on application		£0.00	0.00%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Traffic Control												
Re	C&C 175 Cemetery and Crematorium	Cemetery and Crematorium	Traffic Management	Per funeral	£250.00	£275.00	£25.00	10.00%	Rounded to be as near to inflation assumed to be 10.1%	s3 Localism Act 2011 / s93 Local Government Act 2003	Statutory Discretionary	
Milesplit New Cemetery												
All fees and charges currently charged at Hendon Cemetery & Crematorium will be replicated at Milesplit New Cemetery as applicable.												

Terminology key

Statutory prescribed – legislation provides that the local authority charge for providing a service and either (a) the charge is prescribed (i.e. set eg. £100) or (b) the range is prescribed.

Statutory discretionary (or statutory costs recovery) - legislation provides that you may charge for providing a service but the amount of the charge is discretionary, within the remit of the legislation – the charge may be limited to cost recovery, reasonable cost or based on consideration of prescribed matters eg. consideration of rental value of land for allotments.

Discretionary – here the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011

Fees and Charges 2023/24

Department: **Re**
 Area: **Trading Standards and Licensing**

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Comments	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Additional detail for new charges / above inflation
Re	TSL 166 Trading Standards and Licensing	Trading Standards and Licensing	Verification or calibration of weights and measures equipment	Per officer hour	£100	£109.00	£9.00	9.00%		Weights and Measures Act - s.11 Weights and Measures Act 1985	Statutory Discretionary	
Re	TSL 36 Trading Standards and Licensing	Trading Standards and Licensing	Licence to store explosives, by virtue of regulation 27 of, and Schedule 5 to, the 2021 Regulations. Split by lower bracket and upper bracket (determined by net explosive quantity).	Per application (1-5 years)	1 Year: £111 / £189 2 Years: £144 / £248 3 Years: £177 / £311 4 Years: £211 / £382 5 Years: £243 / £432	1 Year: £111 / £189 2 Years: £144 / £248 3 Years: £177 / £311 4 Years: £211 / £382 5 Years: £243 / £432	£0.00	0.00%	statutory maximum for each type (1-5 years) as set by HSE	The Health and Safety and Nuclear (Fees) Regulations 2021 - Sch.7, Part 2	Statutory prescribed	
Re	TSL 37 Trading Standards and Licensing	Trading Standards and Licensing	Renewal of licence to store explosives	Per application (1-5 years)	1 Year: £55 / £88 2 Years: £88 / £150 3 Years: £123 / £211 4 Years: £155 / £272 5 Years: £189 / £333	1 Year: £55 / £88 2 Years: £88 / £150 3 Years: £123 / £211 4 Years: £155 / £272 5 Years: £189 / £333	£0.00	0.00%	statutory maximum for each type (1-5 years) as set by HSE	The Health and Safety and Nuclear (Fees) Regulations 2021 - Sch.7, Part 2	Statutory prescribed	
Re	TSL 38 Trading Standards and Licensing	Trading Standards and Licensing	Varying the name of licensee or address of site	Per application	£37	£37	£0.00	0.00%	statutory maximum for each type (1-5 years) as set by HSE	The Health and Safety and Nuclear (Fees) Regulations 2021 - Sch.7, Part 2	Statutory prescribed	
Re	TSL 39 Trading Standards and Licensing	Trading Standards and Licensing	Transfer of licence	Per application	£37	£37	£0.00	0.00%	statutory maximum for each type (1-5 years) as set by HSE	The Health and Safety and Nuclear (Fees) Regulations 2021 - Sch.7, Part 2	Statutory prescribed	
Re	TSL 40 Trading Standards and Licensing	Trading Standards and Licensing	Replacement of licence if lost	Per application	£37	£37	£0.00	0.00%	statutory maximum as set by HSE	The Health and Safety and Nuclear (Fees) Regulations 2021 - Sch.7, Part 2	Statutory prescribed	
Re	TSL 41 Trading Standards and Licensing	Trading Standards and Licensing	Any other kind of variation	Per application	The reasonable cost of the licensing authority of having the work carried out	The reasonable cost of the licensing authority of having the work carried out	£0.00	0.00%	statutory maximum as set by HSE	The Health and Safety and Nuclear (Fees) Regulations 2021 - Sch.7, Part 2	Statutory Discretionary	
Re	TSL 42 Trading Standards and Licensing	Trading Standards and Licensing	All year round sale of fireworks	Per application	£500	£500	£0.00	0.00%	statutory maximum as set by HSE	The Fireworks Regulations 2004	Statutory Prescribed	
Re	TSL 44 Trading Standards and Licensing	Trading Standards and Licensing	Sex Establishments - new	Per application	£2370 Fee 1. £1141 Fee 2. £1229	£2609.37 Fee 1. £1256.24 Fee 2. £1353.13	£239.77 £115.24 £124.13	10.1% 10.1% 10.1%		Local Governemt (Miscellaneous Provisions) Act 1982 - Sch. 3 Para. 19 of the 1982 Act	Statutory Discretionary	
Re	TSL 45 Trading Standards and Licensing	Trading Standards and Licensing	Sex Establishments - renewal	Per application	£2370 Fee 1. £1141 Fee 2. £1229	£2609.37 Fee 1. £1256.24 Fee 2. £1353.13	£239.77 £115.24 £124.13	10.1% 10.1% 10.1%		Local Governemt (Miscellaneous Provisions) Act 1982 - Sch. 3 Para. 19 of the 1982 Act	Statutory Discretionary	
Re	TSL 46 Trading Standards and Licensing	Trading Standards and Licensing	Hypnotism	Per Event	£22	£24.22	£2.22	10.10%		s2A Hypnotism Act 1952	Statutory Discretionary	
Re	TSL 47 Trading Standards and Licensing	Trading Standards and Licensing	Street Trading – Permanent licences	Per application	£572 Fee 1. £122 Fee 2. £450	£629.77 Fee 1. £134.32 Fee 2. £495.45	£57.77 £12.32 £45.45	10.1% 10.1% 10.1%		s.32 London Local Authorities Act 1990.	Statutory Discretionary	
Re	TSL 48 Trading Standards and Licensing	Trading Standards and Licensing	Street Trading – Temporary Licences	Per application	£416 per 6 months Fee1. £100 Fee2. £316 £187 up to 2 months Fee 1. £100 Fee2. £87	£458.02 per 6 months Fee1. £110.10 Fee2. £347.92 £205.89 up to 2 months Fee 1. £110.10 Fee 2. £95.79	£42.02 per 6 months Fee1. £10.10 Fee2. £31.92 £18.89 up to 2 months Fee 1. £10.10 Fee2. £8.79	10.1% per 6 months Fee1. 10.1% Fee2. 10.1% 10.1% up to 2 months Fee 1. 10.1% Fee2. 10.1%		s.32 London Local Authorities Act 1990.	Statutory Discretionary	
Re	TSL 51 Trading Standards and Licensing	Trading Standards and Licensing	Permanent Street Market Traders Licence	Per month	£15.00	£16.52	£1.52	10.10%		s.32 London Local Authorities Act 1990.	Statutory Cost Recovery	
Re	TSL 52 Trading Standards and Licensing	Trading Standards and Licensing	Occasional Street Market Traders Licence - Band 1: Less than 30 traders. Per event up to 7 days	Per trader, per event	£18.00	£19.82	£1.82	10.10%		s.32 London Local Authorities Act 1990.	Statutory Cost Recovery	
Re	TSL 53 Trading Standards and Licensing	Trading Standards and Licensing	Occasional Street Market Traders Licence - Band 1: Less than 30 traders. One day event	Per trader	£15.00	£16.52	£1.52	10.10%		s.32 London Local Authorities Act 1990.	Statutory Cost Recovery	
Re	TSL 54 Trading Standards and Licensing	Trading Standards and Licensing	Occasional Street Market Traders Licence - Band 2: More than 30 traders. Per event up to 7 days	Per trader, Per event	£12.00	£13.21	£1.21	10.10%		s.32 London Local Authorities Act 1990.	Statutory Cost Recovery	
Re	TSL 55 Trading Standards and Licensing	Trading Standards and Licensing	Occasional Street Market Traders Licence - Band 2: More than 30 traders. One Day event	Per trader	£10.00	£11.01	£1.01	10.10%		s.32 London Local Authorities Act 1990.	Statutory Cost Recovery	
Re	TSL 56 Trading Standards and Licensing	Trading Standards and Licensing	Licence to place an Advertising or 'A' Board on the public highway	Per application	£145 Fee 1 £104 Fee 2 £41	£159.64 Fee 1 £114.5 Fee 2 £45.14	£14.64 £10.50 £4.14	10.1% 10.1% 10.1%		s.115F(1) Highways Act 1980	Statutory Discretionary	
Re	TSL 57 Trading Standards and Licensing	Trading Standards and Licensing	Demarcation of a street trading pitch by insertion of studs into the footway or road	Per stud	£22.88	£25.19	£2.31	10.10%		s.32 London Local Authorities Act 1990.	Statutory Discretionary	
Re	TSL 58 Trading Standards and Licensing	Trading Standards and Licensing	Site Licence New	Per application	£624 Fee 1 £129 Fee 2 £495	£687.03 Fee 1 £142.03 Fee 2 £545	£63.03 £13.03 £50	10.1% 10.1% 10.1%		Scrap Metal Dealers Act 2013 - Sch. 1 Para. 6 of the Scrap Metal Dealers Act 2013	Statutory Cost Recovery	
Re	TSL 59 Trading Standards and Licensing	Trading Standards and Licensing	Site Licence variation	Per application	£247 Fee 1 £115 Fee 2 £132	£271.95 Fee 1 £126.62 Fee 2 £145.33	£24.95 £11.62 £13.33	10.1% 10.1% 10.1%		Scrap Metal Dealers Act 2013 - Sch. 1 Para. 6 of the Scrap Metal Dealers Act 2013	Statutory Cost Recovery	

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Comments	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Additional detail for new charges / above inflation	
Re	TSL 60 Trading Standards and Licensing	Trading Standards and Licensing	Site Licence Renewal	Per application	£488 Fee 1 £123 Fee 2 £365	£537.29 Fee 1 £135.42 Fee 2 £401.87	£49.29 £12.42 £36.87	10.1% 10.1% 10.1%		Scrap Metal Dealers Act 2013 - Sch. 1 Para. 6 of the Scrap Metal Dealers Act 2013	Statutory Cost Recovery		
Re	TSL 61 Trading Standards and Licensing	Trading Standards and Licensing	Site Licence Duplicate licence	Per application	21.5		£23.67	£2.17	10.10%	Scrap Metal Dealers Act 2013 - Sch. 1 Para. 6 of the Scrap Metal Dealers Act 2013	Statutory Cost Recovery		
Re	TSL 62 Trading Standards and Licensing	Trading Standards and Licensing	Site Licence - Change of details	Per application	32.5		£35.78	£3.28	10.10%	Scrap Metal Dealers Act 2013 - Sch. 1 Para. 6 of the Scrap Metal Dealers Act 2013	Statutory Cost Recovery		
Re	TSL 63 Trading Standards and Licensing	Trading Standards and Licensing	Collectors Licence New	Per application	£289 Fee 1 £116 Fee 2 £173	£318.19 Fee 1 £127.72 Fee 2 £190.47	£29.19 £11.72 £17.47	10.1% 10.1% 10.1%		Scrap Metal Dealers Act 2013 - Sch. 1 Para. 6 of the Scrap Metal Dealers Act 2013	Statutory Cost Recovery		
Re	TSL 64 Trading Standards and Licensing	Trading Standards and Licensing	Collectors Licence Variation	Per application	£140 Fee 1 £110 Fee 2 £30	£154.14 Fee 1 £121.11 Fee 2 £33.03	£14.14 £11.11 £3.03	10.1% 10.1% 10.1%		Scrap Metal Dealers Act 2013 - Sch. 1 Para. 6 of the Scrap Metal Dealers Act 2013	Statutory Cost Recovery		
Re	TSL 65 Trading Standards and Licensing	Trading Standards and Licensing	Collectors Licence renewal	Per application	£218 Fee 1 £113 Fee 2 £105	£240.02 Fee 1 £124.41 Fee 2 £115.61	£22.02 £11.41 £10.61	10.1% 10.1% 10.1%		Scrap Metal Dealers Act 2013 - Sch. 1 Para. 6 of the Scrap Metal Dealers Act 2013	Statutory Cost Recovery		
Re	TSL 66 Trading Standards and Licensing	Trading Standards and Licensing	Collectors Licence duplicate	Per application	£21.50		£23.67	£2.17	10.10%	Scrap Metal Dealers Act 2013 - Sch. 1 Para. 6 of the Scrap Metal Dealers Act 2013	Statutory Cost Recovery		
Re	TSL 67 Trading Standards and Licensing	Trading Standards and Licensing	Collectors Licence - Change of details	Per application	£32.50		£35.78	£3.28	10.10%	Scrap Metal Dealers Act 2013 - Sch. 1 Para. 6 of the Scrap Metal Dealers Act 2013	Statutory Cost Recovery		
Sports Grounds													
Re	TSL 68 Trading Standards and Licensing	Trading Standards and Licensing	Fee for issue/amendment of a safety certificate for a designated stand under Safety at Sports Ground Act 1975.	Per application	£3,454.00		£3,802.85	£348.85	10.10%		Safety at Sports Ground Act 1975 and The Safety of Sports Grounds Regulations 1987	Statutory Cost Recovery	
Re	TSL 69 Trading Standards and Licensing	Trading Standards and Licensing	Fees for issue/amendment of a regulated stand under Fire Safety and Places of Sport Act 1987: Total capacity of sport ground 500-999	Per application	£931.00		£1,025.03	£94.03	10.10%		Safety at Sports Ground Act 1975 and The Safety of Sports Grounds Regulations 1988	Statutory Cost Recovery	
Re	TSL 70 Trading Standards and Licensing	Trading Standards and Licensing	Fees for issue/amendment of a regulated stand under Fire Safety and Places of Sport Act 1987: Total capacity of sport ground 1000-4999	Per application	£1,684.00		£1,854.08	£170.08	10.10%		Safety at Sports Ground Act 1975 and The Safety of Sports Grounds Regulations 1989	Statutory Cost Recovery	
Re	TSL 71 Trading Standards and Licensing	Trading Standards and Licensing	Fees for issue/amendment of a regulated stand under Fire Safety and Places of Sport Act 1987: Total capacity of sport ground 5000-9999	Per application	£3,449.00		£3,797.35	£348.35	10.10%		Safety at Sports Ground Act 1975 and The Safety of Sports Grounds Regulations 1990	Statutory Cost Recovery	
Re	TSL 72 Trading Standards and Licensing	Trading Standards and Licensing	Fees for transfer of either a regulated stand or safety certificate	Per application	£1,158.00		£1,274.96	£116.96	10.10%		Safety at Sports Ground Act 1975 and The Safety of Sports Grounds Regulations 1991	Statutory Cost Recovery	
Re	TSL 73 Trading Standards and Licensing	Trading Standards and Licensing	Fee for replacement or cancellation of either a regulated stand or safety certificate	Per application	£56.00		£61.66	£5.66	10.10%		Safety at Sports Ground Act 1975 and The Safety of Sports Grounds Regulations 1992	Statutory Cost Recovery	
Film classification													
Re	TSL 74 Trading Standards and Licensing	Trading Standards and Licensing	Fee for classification of a film	per film	£105.00		£115.61	£10.61	10.10%		Local Government Act 2003 Localism Act 2011	Discretionary	
Gambling													
Re	TSL 75 Trading Standards and Licensing	Trading Standards and Licensing	New Bingo Premises	Per application	£1,144.00		£1,259.54	£115.54	10.10%		Gambling (Premises Licence Fees) (England and Wales) Regulations 2007/479 - Sch 1	Statutory Prescribed	[maximum fee £1,750]
Re	TSL 76 Trading Standards and Licensing	Trading Standards and Licensing	New Adult Gaming Centre	Per application	£1,144.00		£1,000.00	£-144.00	-12.59%		Gambling (Premises Licence Fees) (England and Wales) Regulations 2007/479 - Sch 1	Statutory Prescribed	Maximum fee is £1,000
Re	TSL 77 Trading Standards and Licensing	Trading Standards and Licensing	New Betting Premises Track	Per application	£1,144.00		£1,250.00	£106.00	9.27%		Gambling (Premises Licence Fees) (England and Wales) Regulations 2007/479 - Sch 1	Statutory Prescribed	Maximum fee is £1,250
Re	TSL 78 Trading Standards and Licensing	Trading Standards and Licensing	New Family Entertainment Centre	Per application	£1,144.00		£1,000.00	£-144.00	-12.59%		Gambling (Premises Licence Fees) (England and Wales) Regulations 2007/479 - Sch 1	Statutory Prescribed	Maximum fee is £1,000
Re	TSL 79 Trading Standards and Licensing	Trading Standards and Licensing	New Betting Premises (Other)	Per application	£1,144.00		£1,259.54	£115.54	10.10%		Gambling (Premises Licence Fees) (England and Wales) Regulations 2007/479 - Sch 1	Statutory Prescribed	[maximum fee is £1,500]
Annual fees													
Re	TSL 80 Trading Standards and Licensing	Trading Standards and Licensing	Bingo Premises annual fee	Annual fee	£603.00		£663.90	£60.90	10.10%		Gambling (Premises Licence Fees) (England and Wales) Regulations 2007/479 - Sch 1	Statutory Prescribed	[maximum £1,000 annual fee]
Re	TSL 81 Trading Standards and Licensing	Trading Standards and Licensing	Adult Gaming Centre annual fee	Annual fee	£603.00		£663.90	£60.90	10.10%		Gambling (Premises Licence Fees) (England and Wales) Regulations 2007/479 - Sch 1	Statutory Prescribed	[maximum £1,000 annual fee]
Re	TSL 82 Trading Standards and Licensing	Trading Standards and Licensing	Betting Premises Track annual fee	Annual fee	£603.00		£663.90	£60.90	10.10%		Gambling (Premises Licence Fees) (England and Wales) Regulations 2007/479 - Sch 1	Statutory Prescribed	[maximum £1,000 annual fee]
Re	TSL 83 Trading Standards and Licensing	Trading Standards and Licensing	Family Entertainment Centre annual fee	Annual fee	£603.00		£663.90	£60.90	10.10%		Gambling (Premises Licence Fees) (England and Wales) Regulations 2007/479 - Sch 1	Statutory Prescribed	[maximum £750 annual fee]
Re	TSL 84 Trading Standards and Licensing	Trading Standards and Licensing	Betting Premises (Other) annual fee	Annual fee	£603.00		£663.90	£60.90	10.10%		Gambling (Premises Licence Fees) (England and Wales) Regulations 2007/479 - Sch 1	Statutory Prescribed	[maximum £1000 annual fee]
Provisional Statement													
Re	TSL 85 Trading Standards and Licensing	Trading Standards and Licensing	Bingo Premises Provisional Statement	Per application	£1,112.00		£1,224.31	£112.31	10.10%		Gambling (Premises Licence Fees) (England and Wales) Regulations 2007/479 - Sch 1	Statutory Prescribed	[maximum fee of £3,500]
Re	TSL 86 Trading Standards and Licensing	Trading Standards and Licensing	Adult Gaming Centre Provisional Statement	Per application	£1,112.00		£1,224.31	£112.31	10.10%		Gambling (Premises Licence Fees) (England and Wales) Regulations 2007/479 - Sch 1	Statutory Prescribed	[maximum fee of £2000]
Re	TSL 87 Trading Standards and Licensing	Trading Standards and Licensing	Betting Premises Track Provisional Statement	Per application	£950.00		£1,045.95	£95.95	10.10%		Gambling (Premises Licence Fees) (England and Wales) Regulations 2007/479 - Sch 1	Statutory Prescribed	[maximum fee of £2,500]
Re	TSL 88 Trading Standards and Licensing	Trading Standards and Licensing	Family Entertainment Centre Provisional Statement	Per application	£950.00		£1,045.95	£95.95	10.10%		Gambling (Premises Licence Fees) (England and Wales) Regulations 2007/479 - Sch 1	Statutory Prescribed	[maximum fee of £2000]
Re	TSL 89 Trading Standards and Licensing	Trading Standards and Licensing	Betting Premises (Other) Provisional Statement	Per application	£1,112.00		£1,224.31	£112.31	10.10%		Gambling (Premises Licence Fees) (England and Wales) Regulations 2007/479 - Sch 1	Statutory Prescribed	[maximum fee of £3000]
Application Fee – Provisional Statement Holders													
Re	TSL 90 Trading Standards and Licensing	Trading Standards and Licensing	Bingo Premises Application Fee – Provisional Statement Holders	Per application	£1,040.00		£1,145.04	£105.04	10.10%		Gambling (Premises Licence Fees) (England and Wales) Regulations 2007/479 - Sch 1	Statutory Prescribed	[maximum fee is £1,200]
Re	TSL 91 Trading Standards and Licensing	Trading Standards and Licensing	Adult Gaming Centre Application Fee – Provisional Statement Holders	Per application	£1,040.00		£1,145.04	£105.04	10.10%		Gambling (Premises Licence Fees) (England and Wales) Regulations 2007/479 - Sch 1	Statutory Prescribed	[maximum fee is £1,200]

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Comments	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Additional detail for new charges / above inflation
Re	TSL 92 Trading Standards and Licensing	Trading Standards and Licensing	Betting Premises Track Application Fee – Provisional Statement Holders	Per application	£988.00	£950.00	-£38.00	-3.85%		Gambling (Premises Licence Fees) (England and Wales) Regulations 2007/479 - Sch 1	Statutory Prescribed	Maximum fee is £950
Re	TSL 93 Trading Standards and Licensing	Trading Standards and Licensing	Family Entertainment Centre Application Fee – Provisional Statement Holders	Per application	£988.00	£950.00	-£38.00	-3.85%		Gambling (Premises Licence Fees) (England and Wales) Regulations 2007/479 - Sch 1	Statutory Prescribed	Maximum fee is £950
Re	TSL 94 Trading Standards and Licensing	Trading Standards and Licensing	Betting Premises (Other) Application Fee – Provisional Statement Holders	Per application	£1,040.00	£1,145.04	£105.04	10.10%		Gambling (Premises Licence Fees) (England and Wales) Regulations 2007/479 - Sch 1	Statutory Prescribed	
Transfer												
Re	TSL 95 Trading Standards and Licensing	Trading Standards and Licensing	Bingo Premises transfer	Per application	£1,102.00	£1,200.00	£98.00	8.89%		Gambling (Premises Licence Fees) (England and Wales) Regulations 2007/479 - Sch 1	Statutory Prescribed	Maximum fee is £1,200
Re	TSL 96 Trading Standards and Licensing	Trading Standards and Licensing	Adult Gaming Centre transfer	Per application	£1,102.00	£1,200.00	£98.00	8.89%		Gambling (Premises Licence Fees) (England and Wales) Regulations 2007/479 - Sch 1	Statutory Prescribed	Maximum fee is £1,200
Re	TSL 97 Trading Standards and Licensing	Trading Standards and Licensing	Betting Premises Track transfer	Per application	£950.00	£950.00	£0.00	0.00%		Gambling (Premises Licence Fees) (England and Wales) Regulations 2007/479 - Sch 1	Statutory Prescribed	Maximum fee is £950
Re	TSL 98 Trading Standards and Licensing	Trading Standards and Licensing	Family Entertainment Centre transfer	Per application	£950.00	£950.00	£0.00	0.00%		Gambling (Premises Licence Fees) (England and Wales) Regulations 2007/479 - Sch 1	Statutory Prescribed	Maximum fee is £950
Re	TSL 99 Trading Standards and Licensing	Trading Standards and Licensing	Betting Premises (Other) transfer	Per application	£1,200.00	£1,200.00	£0.00	0.00%		Gambling (Premises Licence Fees) (England and Wales) Regulations 2007/479 - Sch 1	Statutory Prescribed	Maximum fee is £1,200
Variation												
Re	TSL 100 Trading Standards and Licensing	Trading Standards and Licensing	Bingo Premises Variation	Per application	£1,060.00	£1,167.06	£107.06	10.10%		Gambling (Premises Licence Fees) (England and Wales) Regulations 2007/479 - Sch 1	Statutory Prescribed	Maximum fee is £1,750
Re	TSL 101 Trading Standards and Licensing	Trading Standards and Licensing	Adult Gaming Centre Variation	Per application	£1,000.00	£1,000.00	£0.00	0.00%		Gambling (Premises Licence Fees) (England and Wales) Regulations 2007/479 - Sch 1	Statutory Prescribed	Maximum fee is £1,000
Re	TSL 102 Trading Standards and Licensing	Trading Standards and Licensing	Betting Premises Track Variation	Per application	£1,060.00	£1,167.06	£107.06	10.10%		Gambling (Premises Licence Fees) (England and Wales) Regulations 2007/479 - Sch 1	Statutory Prescribed	Maximum fee is £1,250
Re	TSL 103 Trading Standards and Licensing	Trading Standards and Licensing	Family Entertainment Centre Variation	Per application	£1,000.00	£1,000.00	£0.00	0.00%		Gambling (Premises Licence Fees) (England and Wales) Regulations 2007/479 - Sch 1	Statutory Prescribed	Maximum fee is £1,000
Re	TSL 104 Trading Standards and Licensing	Trading Standards and Licensing	Betting Premises (Other) Variation	Per application	£1,060.00	£1,167.06	£107.06	10.10%		Gambling (Premises Licence Fees) (England and Wales) Regulations 2007/479 - Sch 1	Statutory Prescribed	Maximum fee is £1,500
Reinstatement												
Re	TSL 105 Trading Standards and Licensing	Trading Standards and Licensing	Bingo Premises Reinstatement	Per application	£600.00	£660.60	£60.60	10.10%		Gambling (Premises Licence Fees) (England and Wales) Regulations 2007/479 - Sch 1	Statutory Prescribed	Maximum fee is £1,200
Re	TSL 106 Trading Standards and Licensing	Trading Standards and Licensing	Adult Gaming Centre Reinstatement	Per application	£600.00	£660.60	£60.60	10.10%		Gambling (Premises Licence Fees) (England and Wales) Regulations 2007/479 - Sch 1	Statutory Prescribed	Maximum fee is £1,200
Re	TSL 107 Trading Standards and Licensing	Trading Standards and Licensing	Betting Premises Track Reinstatement	Per application	£600.00	£660.60	£60.60	10.10%		Gambling (Premises Licence Fees) (England and Wales) Regulations 2007/479 - Sch 1	Statutory Prescribed	Maximum fee is £950
Re	TSL 108 Trading Standards and Licensing	Trading Standards and Licensing	Family Entertainment Centre Reinstatement	Per application	£600.00	£660.60	£60.60	10.10%		Gambling (Premises Licence Fees) (England and Wales) Regulations 2007/479 - Sch 1	Statutory Prescribed	Maximum fee is £950
Re	TSL 109 Trading Standards and Licensing	Trading Standards and Licensing	Betting Premises (Other) Reinstatement	Per application	£1,200.00	£1,200.00	£0.00	0.00%		Gambling (Premises Licence Fees) (England and Wales) Regulations 2007/479 - Sch 1	Statutory Prescribed	Maximum fee is £1,200
Permit												
Re	TSL 110 Trading Standards and Licensing	Trading Standards and Licensing	Notification of change of circumstances fee – All Premises	Per application	£50.00	£50.00	£0.00	0.00%		reg. 10 Gambling (Premises Licence Fees) (England and Wales) Regulations 2007	Statutory Discretionary	Maximum fee is £50
Re	TSL 111 Trading Standards and Licensing	Trading Standards and Licensing	Copy of Licence Fee – All Premises	Per application	£25.00	£25.00	£0.00	0.00%		Reg. 13 Gambling (Premises Licence Fees) (England and Wales) Regulations 2007	Statutory Discretionary	Maximum fee is £25
Re	TSL 112 Trading Standards and Licensing	Trading Standards and Licensing	Licensed premises Gaming Machine Permit - New	Per application	£150.00	£150.00	£0.00	0.00%		Gambling Act 2005 - Regulation 3(a) Gambling Act 2005 (Licensed Premises Gaming Machine Permits) (England and Wales) Regulations 2007	Statutory Prescribed	
Re	TSL 113 Trading Standards and Licensing	Trading Standards and Licensing	Licensed premises Gaming Machine Permit - Annual Fee	each	£50.00	£50.00	£0.00	0.00%		Gambling Act 2005 - Regulation 5 Gambling Act 2005 (Licensed Premises Gaming Machine Permits) (England and Wales) Regulations 2007	Statutory Prescribed	
Re	TSL 114 Trading Standards and Licensing	Trading Standards and Licensing	Licensed premises Gaming Machine Permit - Variation	Per application	£100.00	£100.00	£0.00	0.00%		Reg. 3(b) Gambling Act 2005 (Licensed Premises Gaming Machine Permits) (England and Wales) Regulations 2007	Statutory Prescribed	
Re	TSL 115 Trading Standards and Licensing	Trading Standards and Licensing	Licensed premises Gaming Machine Permit - Transfer	Per application	£25.00	£25.00	£0.00	0.00%		Gambling Act 2005 - Regulation 3(c) Gambling Act 2005 (Licensed Premises Gaming Machine Permits) (England and Wales) Regulations 2007	Statutory Prescribed	
Re	TSL 116 Trading Standards and Licensing	Trading Standards and Licensing	Notification of two of less gaming machines	per notification	£50.00	£50.00	£0.00	0.00%		Reg 3 Gaming Machines in Alcohol Licensed Premises (Notification Fee) (England and Wales) Regulations 2007	Statutory Prescribed	
Re	TSL 120 Trading Standards and Licensing	Trading Standards and Licensing	Club Gaming Permit - New	Per application	£200.00	£200.00	£0.00	0.00%		Gambling Act 2005 - Regulation 8 Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007	Statutory Prescribed	
Re	TSL 121 Trading Standards and Licensing	Trading Standards and Licensing	Club Gaming Permit - Annual fee	each	£50.00	£50.00	£0.00	0.00%		Gambling Act 2005 - Regulation 12 Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007	Statutory Prescribed	
Re	TSL 122 Trading Standards and Licensing	Trading Standards and Licensing	Club Gaming Permit - Variation	Per application	£100.00	£100.00	£0.00	0.00%		Regulation 15 Gambling Act 2005 (Club Gaming and Club Machine Permits) Regulations 2007	Statutory Prescribed	
Re	TSL 123 Trading Standards and Licensing	Trading Standards and Licensing	Prize Gaming Permit - New	Per application	£300.00	£300.00	£0.00	0.00%		Gambling Act 2005 - Regulation 3 Gambling Act 2005 (Prize Gaming) (Permits) Regulations 2007	Statutory Prescribed	Maximum fee is £300
Re	TSL 124 Trading Standards and Licensing	Trading Standards and Licensing	Prize Gaming Permit - renewal	Per application	£300.00	£300.00	£0.00	0.00%		Gambling Act 2005 - Regulation 3 Gambling Act 2005 (Prize Gaming) (Permits) Regulations 2007	Statutory Prescribed	Maximum fee is £300
Re	TSL 125 Trading Standards and Licensing	Trading Standards and Licensing	Prize Gaming Permit - Change of name	Per application	£25.00	£25.00	£0.00	0.00%		Gambling Act 2005 - Regulation 5 Gambling Act 2005 (Prize Gaming) (Permits) Regulations 2007	Statutory Prescribed	Maximum fee is £25
Re	TSL 126 Trading Standards and Licensing	Trading Standards and Licensing	Unlicensed Family Entertainment Centres - New	Per application	£300.00	£300.00	£0.00	0.00%		Gambling Act 2005 - Regulations 3 Gambling Act 2005 (Family Entertainment Centre Gaming Machine) (Permits) Regulations 2007	Statutory Prescribed	Maximum fee is £300
Re	TSL 127 Trading Standards and Licensing	Trading Standards and Licensing	Unlicensed Family Entertainment Centres - Renewal	Per application	£300.00	£300.00	£0.00	0.00%		Gambling Act 2005 - Regulations 3 Gambling Act 2005 (Family Entertainment Centre Gaming Machine) (Permits) Regulations 2007	Statutory Prescribed	Maximum fee is £300

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Comments	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Additional detail for new charges / above inflation (maximum fee is £25)
Re	TSL 128 Trading Standards and Licensing	Trading Standards and Licensing	Unlicensed Family Entertainment Centres - Change of Name	Per application	£25.00	£25.00	£0.00	0.00%		Gambling Act 2005 - Regulation 5 Gambling Act 2005 (Family Entertainment Centre Gaming Machine) (Permits) Regulations 2007	Statutory Prescribed	[maximum fee is £25]
Re	TSL 129 Trading Standards and Licensing	Trading Standards and Licensing	Copy of All Permits	Per application	£15.00	£15.00	£0.00	0.00%		Gambling Act 2005 - Regulation 6 Gambling Act 2005 (Family Entertainment Centre Gaming Machine) (Permits) Regulations 2007	Statutory Prescribed	[maximum fee is £15]
Re	TSL 130 Trading Standards and Licensing	Trading Standards and Licensing	Small Society Lottery - New registration	Per registration	£40.00	£40.00	£0.00	0.00%		Gambling Act 2005 - Regulation 3 Small Society Lotteries (Registration of Non-Commercial Societies) Regulations 2007	Statutory Prescribed	[maximum fee is £40]
Re	TSL 131 Trading Standards and Licensing	Trading Standards and Licensing	Small society Lottery - Renewal	each	£20.00	£20.00	£0.00	0.00%		Gambling Act 2005 - Regulation 5 Small Society Lotteries (Registration of Non-Commercial Societies) Regulations 2007	Statutory Prescribed	[maximum fee is £20]
Licensing Act 2003 Fees												
Re	TSL 132 Trading Standards and Licensing	Trading Standards and Licensing	New Premises Licence / Club Premises Certificate	Per application	Band A - £100 Band B - £190 Band C - £315 Band D - £450 Band E - £635	Band A - £100 Band B - £190 Band C - £315 Band D - £450 Band E - £635	0	0		Licensing Act 2003 - Reg 4. and Sch. 2 Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Re	TSL 133 Trading Standards and Licensing	Trading Standards and Licensing	Premises Licence / Club Premises Certificate - Provisional Statement	Per application	315	315	£0.00	0.00%		Schedule 6 The Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Re	TSL 134 Trading Standards and Licensing	Trading Standards and Licensing	Premises licence/Club premises Certificate variation	Per application	Band A - £100 Band B - £190 Band C - £315 Band D - £450 Band E - £635	Band A - £100 Band B - £190 Band C - £315 Band D - £450 Band E - £635	£0.00	0.00%		Licensing Act 2003 - Reg 4. and Sch. 2 Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Re	TSL 135 Trading Standards and Licensing	Trading Standards and Licensing	Premises licence/Club premises Certificate - additional fees (new & variation)	Per application	5001 - 9999 people: £500 10,000-14999 people: £1,000 15000 - 19999 people: £2,000 20000 - 29999 people: £4,000 30000 - 39999 people: £8,000 40000 - 49999 people: £12,000 50000 - 59999 people: £16,000 60000 - 69999 people: £20,000 70000 - 79999 people: £24,000 80000 - 89999 people: £28,000 90000 and over people - £32,000	5001 - 9999 people: £500 10,000-14999 people: £1,000 15000 - 19999 people: £2,000 20000 - 29999 people: £4,000 30000 - 39999 people: £8,000 40000 - 49999 people: £12,000 50000 - 59999 people: £16,000 60000 - 69999 people: £20,000 70000 - 79999 people: £24,000 80000 - 89999 people: £28,000 90000 and over people - £32,000	£0.00	0.00%		Licensing Act 2003 - Reg 4. and Sch. 3 Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Re	TSL 136 Trading Standards and Licensing	Trading Standards and Licensing	Premises licence/Club Premises Certificate - Annual Fee	each	Band A - £70 Band B - £180 Band C - £295 Band D - £320 Band E - £350	Band A - £70 Band B - £180 Band C - £295 Band D - £320 Band E - £350	0	0		Licensing Act 2003 - Reg 5. and Sch. 5 Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Re	TSL 137 Trading Standards and Licensing	Trading Standards and Licensing	Premises licence/Club premises Certificate - Annual fee additional fees	Per application	5001 - 9999 people: £500 10,000-14999 people: £1,000 15000 - 19999 people: £2,000 20000 - 29999 people: £4,000 30000 - 39999 people: £8,000 40000 - 49999 people: £12,000 50000 - 59999 people: £16,000 60000 - 69999 people: £20,000 70000 - 79999 people: £24,000 80000 - 89999 people: £28,000 90000 and over people - £32,000	5001 - 9999 people: £500 10,000-14999 people: £1,000 15000 - 19999 people: £2,000 20000 - 29999 people: £4,000 30000 - 39999 people: £8,000 40000 - 49999 people: £12,000 50000 - 59999 people: £16,000 60000 - 69999 people: £20,000 70000 - 79999 people: £24,000 80000 - 89999 people: £28,000 90000 and over people - £32,000	£0.00	0.00%		Licensing Act 2003 - Sch. 3 Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Re	TSL 138 Trading Standards and Licensing	Trading Standards and Licensing	Premises Licence - Transfer	Per application	£23.00	£23.00	£0.00	0.00%		Licensing Act 2003 - Reg 8. and Sch. 6 Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Re	TSL 139 Trading Standards and Licensing	Trading Standards and Licensing	Premises Licence - DPS variation	Per application	£23.00	£23.00	£0.00	0.00%		Licensing Act 2003 - Reg 8. and Sch. 6 Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Re	TSL 140 Trading Standards and Licensing	Trading Standards and Licensing	Temporary Event Notice/Late Temporary Event Notice	Per Notice	£21.00	£21.00	£0.00	0.00%		Licensing Act 2003 - Reg 8. and Sch. 6 Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Re	TSL 141 Trading Standards and Licensing	Trading Standards and Licensing	Personal Licence Application - New & Renewal	Per application	£37.00	£37.00	£0.00	0.00%		Licensing Act 2003 - Reg 8. and Sch. 6 Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Re	TSL 142 Trading Standards and Licensing	Trading Standards and Licensing	Duplicate copy of premises licence/ Club premises Certificate & personal licence	Per application	£10.50	£10.50	£0.00	0.00%		Licensing Act 2003 - Reg 8. and Sch. 6 Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Re	TSL 143 Trading Standards and Licensing	Trading Standards and Licensing	Change of details of premises licence/ Club premises Certificate & personal licence	Per application	£10.50	£10.50	£0.00	0.00%		Licensing Act 2003 - Reg 8. and Sch. 6 Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Re	TSL 144 Trading Standards and Licensing	Trading Standards and Licensing	Notification of Interest	per notification	£21.00	£21.00	£0.00	0.00%		Licensing Act 2003 - Reg 8. and Sch. 6 Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Comments	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Additional detail for new charges / above inflation
Re	TSL 145 Trading Standards and Licensing	Trading Standards and Licensing	Interim Authority Notice	per notification	£23.00	£23.00	£0.00	0.00%		Legislation Act 2003 - Reg 8. and Sch. 6 Licensing Act 2003 (Fees) Regulations 2005	Statutory Prescribed	
Re	TSL 146 Trading Standards and Licensing	Trading Standards and Licensing	Minor Variation Application	Per application	£89.00	£89.00	£0.00	0.00%		Reg 4A The Licensing Act 2003 (Fees) Regulations 2004	Statutory Prescribed	
Assisted Licensing												
Re	TSL 148 Trading Standards and Licensing	Trading Standards and Licensing	Assistance with scrap metal application	Per application	Checking Service £41 Assisted service £114	Checking Service £45.14 Assisted service £125.51	Checking Service £4.14 Assisted service £11.51	Checking Service 10.1% Assisted service 10.1%		s.93 - Local Government Act 2003 and Localism Act 2011	Discretionary	
Re	TSL 149 Trading Standards and Licensing	Trading Standards and Licensing	Assistance with street trading application	Per application	Checking Service £41 Assisted service £114	Checking Service £45.14 Assisted service £125.51	Checking Service £4.14 Assisted service £11.51	Checking Service 10.1% Assisted service 10.1%		s.93 - Local Government Act 2003 and Localism Act 2011	Discretionary	
Re	TSL 150 Trading Standards and Licensing	Trading Standards and Licensing	Assistance with temporary event notice application	Per application	Checking Service £15 Assisted service £52	Checking Service £16.52 Assisted service £57.25	Checking Service £1.52 Assisted service £5.25	Checking Service 10.1% Assisted service 10.1%		s.93 - Local Government Act 2003 and Localism Act 2011	Discretionary	
Re	TSL 151 Trading Standards and Licensing	Trading Standards and Licensing	Assistance with transfer application	Per application	Checking Service £31 Assisted service £83	Checking Service £34.13 Assisted service £91.38	Checking Service £3.13 Assisted service £8.38	Checking Service 10.1% Assisted service 10.1%		s.93 - Local Government Act 2003 and Localism Act 2011	Discretionary	
Re	TSL 152 Trading Standards and Licensing	Trading Standards and Licensing	Assistance with full variation application	Per application	Checking Service £83 Assisted service £312	Checking Service £91.38 Assisted service £343.51	Checking Service £8.38 Assisted service £31.51	Checking Service 10.1% Assisted service 10.1%		s.93 - Local Government Act 2003 and Localism Act 2011	Discretionary	
Re	TSL 153 Trading Standards and Licensing	Trading Standards and Licensing	Assistance with DPS variation application	Per application	Checking Service £31 Assisted service £83	Checking Service £34.13 Assisted service £91.38	Checking Service £3.13 Assisted service £8.38	Checking Service 10.1% Assisted service 10.1%		s.93 - Local Government Act 2003 and Localism Act 2011	Discretionary	
Re	TSL 154 Trading Standards and Licensing	Trading Standards and Licensing	Assistance with minor variation application	Per application	Checking Service £15 Assisted service £52	Checking Service £16.52 Assisted service £57.25	Checking Service £1.52 Assisted service £5.25	Checking Service 10.1% Assisted service 10.1%		s.93 - Local Government Act 2003 and Localism Act 2011	Discretionary	
Re	TSL 155 Trading Standards and Licensing	Trading Standards and Licensing	Assistance with new premises licence application	Per application	Checking Service £83 Assisted service £312	Checking Service £91.38 Assisted service £343.51	Checking Service £8.38 Assisted service £31.51	Checking Service 10.1% Assisted service 10.1%		s.93 - Local Government Act 2003 and Localism Act 2011	Discretionary	
General Consultancy Fees												
Re	TSL 156 Trading Standards and Licensing	Trading Standards and Licensing	Specialist trading standards or licensing Advice/Consultancy in Barnet	Per hour	Up to £124	Up to 136.52	£12.52	10.10%		s.93 - Local Government Act 2003 and Localism Act 2011	Discretionary	
Re	TSL 157 Trading Standards and Licensing	Trading Standards and Licensing	Specialist trading standards or licensing Advice/Consultancy in Barnet	Per Day	Up to £124	up to £136.52	£12.52	10.10%		s.93 - Local Government Act 2003 and Localism Act 2011	Discretionary	
Primary authority work												
Re	TSL 158 Trading Standards and Licensing	Trading Standards and Licensing	Primary authority work	Per hour	Up to £62 per hour	Up to £68.26 per hour	£6.26	10.10%		Regulatory Enforcement and Sanctions ACT 2008	Statutory Discretionary	
Fixed penalty notices under London Local Authority Act 1990 (as amended)												
Re	TSL 159 Trading Standards and Licensing	Trading Standards and Licensing	Penalty Charges Under the Energy Performance of Buildings (England and Wales) Regulations 2012	Per offence	As set by legislation - Currently The penalty charge specified in the notice shall be— (a)in relation to a breach of a duty under regulation 6(2), 6(5), 7(2), 7(3), 7(4), or 7(5), or of the EPC construction duty— (i)where the building is a dwelling, £200; (ii)where the building is not a dwelling, calculated in accordance with the formula in paragraph (2); (b)in relation to a breach of a duty under regulation 14(3)(a), £1000; (c)in relation to a breach of a duty under regulation 14(3)(b), £500; (d)in relation to a breach of a duty under regulation 18(1), 20(1), 20(2) or 21, £300; and (e)in relation to a breach of a duty under regulation 35(5), £200.	As set by legislation - Currently The penalty charge specified in the notice shall be— (a)in relation to a breach of a duty under regulation 6(2), 6(5), 7(2), 7(3), 7(4), or 7(5), or of the EPC construction duty— (i)where the building is a dwelling, £200; (ii)where the building is not a dwelling, calculated in accordance with the formula in paragraph (2); (b)in relation to a breach of a duty under regulation 14(3)(a), £1000; (c)in relation to a breach of a duty under regulation 14(3)(b), £500; (d)in relation to a breach of a duty under regulation 18(1), 20(1), 20(2) or 21, £300; and (e)in relation to a breach of a duty under regulation 35(5), £200.	£0.00	0.00%		s.38 Energy Performance of Buildings (England and Wales) Regulations 2012/3118	Statutory Prescribed	
Re	TSL 160 Trading Standards and Licensing	Trading Standards and Licensing	Fixed penalty notice under Section 52 Anti-social Behaviour, Crime and Policing Act 2014	Per offence	£100.00	100	£0.00	0.00%		s.52 Anti-Social Behaviour, Crime and Policing Act 2014	Statutory Prescribed	
Re	TSL 161 Trading Standards and Licensing	Trading Standards and Licensing	Fixed penalty notices under the London Local Authorities Act 2003 in relation to abatement notices served under Section 80 of the Environmental Protection Act 1990	per offence	Residential £150 Business/Trade/Industrial £400		£0.00	0.00%		s.80ZA Environmental Protection Act 1990		
Re	TSL 162 Trading Standards and Licensing	Trading Standards and Licensing	monetary penalty for offences under Redress Schemes for Lettings Agency Work and Property Management Work Requirement to Belong to a Scheme etc) (England) Order 2014	per offence	Up to £5000	Up to £5000	£0.00	0.00%		Article 8 Redress Schemes for Lettings Agency Work and Property Management Work (Requirement to Belong to a Scheme etc) (England) Order 2014	Statutory Discretionary	

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Comments	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Additional detail for new charges / above inflation
Re	TSL 163 Trading Standards and Licensing	Trading Standards and Licensing	monetary penalty for offences under Part 3 Chapter 3 of the Consumer Rights Act 2015 (Letting Agent)	per offence	Up to £5000	Up to £5000	£0.00	0.00%		s.87 Consumer Rights Act 2015	Statutory Discretionary	
Re	TSL 164 Trading Standards and Licensing	Trading Standards and Licensing	Financial Penalties under the Tenants Fees Act 2019 (Charging unlawful fees)	per offence	First Offence - up to £5,000 fine Further breach within 5 years Financial Penalties of up to £30,000	First Offence - up to £5,000 fine Further breach within 5 years Financial Penalties of up to £30,000	£0.00	0.00%		s.8 Tenant Fees Act 2019	Statutory Discretionary	
Re	TSL 165 Trading Standards and Licensing	Trading Standards and Licensing	Financial Penalties under the Tenants Fees Act 2019 (Unlawfully retaining the holding deposit)	per offence	up to £5,000 fine	up to £5,000 fine	£0.00	0.00%		s.8 Tenant Fees Act 2019	Statutory Discretionary	

Terminology key

Statutory prescribed – legislation provides that the local authority charge for providing a service and either (a) the charge is prescribed (i.e. set eg. £100) or (b) the range is prescribed.

Statutory discretionary (or statutory costs recovery) - legislation provides that you may charge for providing a service but the amount of the charge is discretionary, within the remit of the legislation – the charge may be limited to cost recovery, reasonable cost or based on consideration of prescribed matters eg. consideration of rental value of land for allotments.

Discretionary – here the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011

Fees and Charges 2023/24

Department: Environmental Safety
 Area: Fixed Penalty Notices - Community Safety

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Comments/ Regulation Description
Environmental Safety	Fixed Penalty Notices	Community Safety	Littering	Per Fixed Penalty	£100	£100	£0	0%	Statute	Environmental Protection Act 1990, Section 87/88	Minimum: £65 Maximum: £150
Environmental Safety	Fixed Penalty Notices	Community Safety	Early payment 14 days minimum sum)		n/a	£70	n/a	n/a	Statute		
Environmental Safety	Fixed Penalty Notices	Community Safety	Domestic Waste	Per Fixed Penalty	£100	£60	-40	-40%	Statute	Environmental Protection Act 1990, Section 46 Specific statutory procedure on how to issue FPN – must be notice of intent and final notice issued and right of appeal to 1st tier tribunal. Any issue of FPN must be compliant with s.46A-D EPA 1990	Default: £60 FPN Range: £40-80
Environmental Safety	Fixed Penalty Notices	Community Safety	Early payment 14 days minimum sum)		n/a	£42	n/a	n/a	Statute		
Environmental Safety	Fixed Penalty Notices	Community Safety	Business and Commercial Waste Presentation Notices	Per Fixed Penalty	£100	£100	£0	0%	Statute	Environmental Protection Act 1990, Section 47	Minimum: £75 Maximum: £110 Reduced Amount: £60 min
Environmental Safety	Fixed Penalty Notices	Community Safety	Early payment 14 days minimum sum)		n/a	£70	n/a	n/a	Statute		
Environmental Safety	Fixed Penalty Notices	Community Safety	Distributing Free Literature without Consent	Per Fixed Penalty	£80	£50	-30	-38%	Statute	Environmental Protection Act 1990, Schedule 3A, paragraph 7	
Environmental Safety	Fixed Penalty Notices	Community Safety	Early payment 14 days minimum sum)		n/a	£35	n/a	n/a	Statute		
Environmental Safety	Fixed Penalty Notices	Community Safety	Failing to Produce Authority	Per Fixed Penalty	£300	£300	£0	0%	Statute	Control of Pollution (Amendment) Act 1989, Section 5B	Amount of FPN is £300.00 (s.5B(9) CoP(A) 1989)
Environmental Safety	Fixed Penalty Notices	Community Safety	Early payment 14 days minimum sum)		n/a	£210	n/a	n/a	Statute		Reduced Amount – not less than £180.00 (Reg 11 – 2017 Regulations) Minimum: £150 Maximum: £400
Environmental Safety	Fixed Penalty Notices	Community Safety	Failing to Produce Waste Transfer Notes	Per Fixed Penalty	£300	£300	£0	0%	Statute	Environmental Protection Act 1990, Section 34	(s.34ZA(8) EPA 1990 Reduced Amount – not less than £180.00 (Reg 11 – 2017 Regulations) Payment of reduced amount period = 10 days (s.34ZA(9) EPA 1990)
Environmental Safety	Fixed Penalty Notices	Community Safety	Early payment 14 days minimum sum)		n/a	£210	n/a	n/a	Statute		
Environmental Safety	Fixed Penalty Notices	Community Safety	Household Duty of Care Breach - Unauthorised Deposit of Waste - First Offence	Per Fixed Penalty First Offence	£400	£200	-200	-50%	Statute	Environmental Protection Act 1990, Section 34 (2A)	
Environmental Safety	Fixed Penalty Notices	Community Safety	Early payment 14 days minimum sum)		n/a	£140	n/a	n/a	Statute		
Environmental Safety	Fixed Penalty Notices	Community Safety	Household Duty of Care Breach - Unauthorised Deposit of Waste - Second Offence	Per Fixed Penalty Second Offence	n/a	£400	n/a	n/a	Statute		New 23/24
Environmental Safety	Fixed Penalty Notices	Community Safety	Early payment 14 days minimum sum)		n/a	£280	n/a	n/a	Statute		
Environmental Safety	Fixed Penalty Notices	Community Safety	Household Duty of Care Breach - Unauthorised Deposit of Waste - Third Offence	Per Fixed Penalty Third Offence	n/a		n/a	n/a	Statute	Automatic court based prosecution referral	New 23/24
Environmental Safety	Fixed Penalty Notices	Community Safety	Early payment 14 days minimum sum)		n/a		n/a	n/a	Statute	Automatic court based prosecution referral	
Environmental Safety	Fixed Penalty Notices	Community Safety	Community Protection Notices	Per Fixed Penalty	£100	£100	£0	0%	Statute	Anti-Social Behaviour, Crime and Policing Act 2014, Section 48	Not more than £100.00 (s.52(7) 2014 Act) section 52(8)
Environmental Safety	Fixed Penalty Notices	Community Safety	Early payment 14 days minimum sum)		n/a	£70	n/a	n/a	Statute		Requiring payment of lesser amount is paid before the 14 days.
Environmental Safety	Fixed Penalty Notices	Community Safety	Public Spaces Protection Orders	Per Fixed Penalty	£100	£100	£0	0%	Statute	Anti-Social Behaviour, Crime and Policing Act 2014, Section 63 and 67	Not more than £100.00 (s.68(6) 2014 Act)
Environmental Safety	Fixed Penalty Notices	Community Safety	Early payment 14 days minimum sum)		n/a	£70	n/a	n/a	Statute		Requiring payment of lesser amount is paid before the 14 days.
Environmental Safety	Fixed Penalty Notices	Community Safety	Abandoned Vehicles	Per Fixed Penalty	£200	£200	£0	0%	Statute	Refuse Disposal (Amenity) Act 1978, Section 2A – Abandoned Vehicles	Amount of FPN = £200.00 s.2A(8) RD(A)A 1978
Environmental Safety	Fixed Penalty Notices	Community Safety	Early payment 14 days minimum sum)		n/a	£140	n/a	n/a	Statute		Reduced Amount – not less than £120.00 (Reg 10 – 2017 Regulations)
Environmental Safety	Fixed Penalty Notices	Community Safety	Graffiti and Fly Posting	Per Fixed Penalty	£80	£100	£20	25%	Statute	Anti-Social Behaviour Act 2003, Section 43	Minimum: £65 Maximum: £150
Environmental Safety	Fixed Penalty Notices	Community Safety	Early payment 14 days minimum sum)		n/a	£70	n/a	n/a	Statute		Reduced Amount – not less than £50.00 (Reg 8 – 2017 Regulations)
Environmental Safety	Fixed Penalty Notices	Community Safety	Nuisance Vehicles	Per Fixed Penalty					Statute	Cleaner Neighbourhoods and Environment Act 2005, Section 3 & 4	Amount of FPN is £100.00 (s.6(9) CNaEA2005)
Environmental Safety	Fixed Penalty Notices	Community Safety	(S.3) Exposing vehicles for sale upon a road;		£100	£100	£0	0%	Statute		
Environmental Safety	Fixed Penalty Notices	Community Safety	(S.4) Repairing vehicles upon the road.		£100	£100	£0	0%	Statute		
Environmental Safety	Fixed Penalty Notices	Community Safety	Early payment 14 days minimum sum)		n/a	£70	n/a	n/a	Statute		Reduced Amount – not less than £60.00 (Reg 9 – 2017 Regulations)
Environmental Safety	Fixed Penalty Notices	Community Safety	Unauthorised deposit waste (Fly tipping) - First Offence	Per Fixed Penalty First Offence	£400	£200	-200	-50%	Statute	Environmental Protection Act 1990, Section 33(1)(a)	Minimum: £150 Maximum: £400 (s.33ZA(9) EPA 1990)
Environmental Safety	Fixed Penalty Notices	Community Safety	Early payment 14 days minimum sum)		n/a	£140	n/a	n/a	Statute		Reduced Amount – not less than £120
Environmental Safety	Fixed Penalty Notices	Community Safety	Unauthorised deposit waste (Fly tipping) - Second Offence	Per Fixed Penalty Second Offence	n/a	£400	n/a	n/a	Statute		payment of reduced amount period = 10 days (s.33ZA(10) EPA 1990)
Environmental Safety	Fixed Penalty Notices	Community Safety	Early payment 14 days minimum sum)		n/a	£280	n/a	n/a	Statute		

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Comments/ Regulation Description
Environmental Safety	Fixed Penalty Notices	Community Safety	Unauthorised deposit waste (Fly tipping) - Third Offence	Per Fixed Penalty Third Offence	n/a	Automatic court based prosecution referral	n/a	n/a	Statute		
Environmental Safety	Fixed Penalty Notices	Community Safety	Early payment 14 days minimum sum)		n/a	Automatic court based prosecution referral	n/a	n/a	Statute		
Environmental Safety	Fixed Penalty Notices	Community Safety	Willful obstruction of the highway	Per Fixed Penalty	£100	£100	£0	0%	Statute	Highways Act 1980 Section 137 (1)	
Environmental Safety	Fixed Penalty Notices	Community Safety	Early payment 14 days minimum sum)		n/a	£70	n/a	n/a	Statute		
Environmental Safety	Fixed Penalty Notices	Community Safety	Interruption of user	Per Fixed Penalty	£100	£100	£0	0%	Statute	Highways Act 1980 Section 148(c)	
Environmental Safety	Fixed Penalty Notices	Community Safety	Early payment 14 days minimum sum)		n/a	£70	n/a	n/a	Statute		
Environmental Safety	Fixed Penalty Notices	Community Safety	Smoking in Smoke free premises or Business vehicle	Per Fixed Penalty	£50	£50	£0	0%	Statute	Health Act 2006 Section 7	Amount of FPN is £50.00,(29 days to pay) Reduced Amount = £30.00 and payment of reduced amount period = 15 days
Environmental Safety	Fixed Penalty Notices	Community Safety	Early payment 14 days minimum sum)		n/a	£50	n/a	n/a	Statute		[Payment periods within s.9 and Schedule 1 of HA 2006]

Terminology key

Statutory prescribed – legislation provides that the local authority charge for providing a service and either (a) the charge is prescribed (i.e. set eg. £100) or (b) the range is prescribed.

Statutory discretionary (or statutory costs recovery) - legislation provides that you may charge for providing a service but the amount of the charge is discretionary, within the remit of the legislation – the charge may be limited to cost recovery, reasonable cost or based on consideration of prescribed matters eg. consideration of rental value of land for allotments.

Discretionary – here the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011

Fees and Charges 2023/24

Department:	Children's & Family Services
Area:	Family Resource Centre

Fee/Charge Title	Description	Unit of Measure	Charges 2022/23	Charges from 01/01/23	Change from prior year (actual)	Change from prior year (%)	Comments/ use volume	Additional detail for new charges / above or below inflation	Statutory Basis for charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary).
Referral Fee	Referral Fee	Per Referral	£0.00	£25.00	£25.00	New	Estimate 1 per month	There is considerable work involved in processing a referral, so this covers the admin time	Local Government Act 2003, Section 93	Discretionary
Contact Agreement Meeting and Contact review meeting	Contact Agreement Meeting and Contact review meeting	Per Meeting	£0.00	£35.00	£35.00	New	Estimate 1 per month	This reflects staff time taken to organise, chair and write up the outcome the meeting	Local Government Act 2003, Section 93	Discretionary
Weekday supervised Contact (up to two hours contact)	Weekday supervised Contact (up to two hours contact)	Per 3 Hour Session	£86.70	£100.00	£13.30	15.34%	Estimate 8 per month	This rate has not been increased since c.2009.	Local Government Act 2003, Section 93	Discretionary
Weekend supervised Contact (up to 2 hours contact)	Weekend supervised Contact (up to 2 hours contact)	Per 3 Hour Session	£130.50	£160.00	£29.50	22.61%		This rate has not been increased since c.2009.	Local Government Act 2003, Section 93	Discretionary
Weekday supported (room only)	Weekday supported (room only)	Per Hour	£23.20	£30.00	£6.80	29.31%	Estimate 1 per month	This rate has not been increased since c.2009.	Local Government Act 2003, Section 93	Discretionary
Weekend supported (room only)	Weekend supported (room only)	Per Hour	£34.70	£45.00	£10.30	29.68%		This rate has not been increased since c.2009.	Local Government Act 2003, Section 93	Discretionary
Court Report writing fee	Court Report writing fee	Per Report	£0.00	£35.00	£35.00	New		This reflects staff time	Local Government Act 2003, Section 93	Discretionary
Handover service	Handover service	Per Handover	£0.00	£20.00	£20.00	New		This is a new proposed service, and reflects staff time	Local Government Act 2003, Section 93	Discretionary
Second Supervisor	Second Supervisor	Per Hour	£0.00	£35.00	£35.00	New		This is a new proposed fee	Local Government Act 2003, Section 93	Discretionary
Attendance at Court	Attendance at Court	Per Attendance	£0.00	£150.00	£150.00	New		This is a new proposed fee	Local Government Act 2003, Section 93	Discretionary

Terminology key

Statutory prescribed – legislation provides that the local authority charge for providing a service and either (a) the charge is prescribed (i.e. set eg. £100) or (b) the range is prescribed.

Statutory discretionary (or statutory costs recovery) - legislation provides that you may charge for providing a service but the amount of the charge is discretionary, within the remit of the legislation – the charge may be limited to cost recovery, reasonable cost or based on consideration of prescribed matters eg. consideration of rental value of land for allotments.

Discretionary – here the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011

Fees and Charges 2023/24

Department: **Children's Family Services**
 Area: **Children Centres**

Reference/	Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2020/21	Charges 2021/22	Charges 2022/23	Proposed Charges 2023/24	Change from prior year, £	Change from prior year, %	Comments	Additional detail for new charges / above inflation	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of Charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)
Children Centres	Parkfield child care			Age 2	Per Child Per Hour	£6.12	£6.12	£6.12	£6.49	£0.37	6.00%	6% uplift on fees, running costs are higher, but since CPI uplift could make it unaffordable for providers, a lower than CPI increase to ensure demand still there.	Cost shouldn't be passed on to vulnerable families, there is the Holiday Activities Fund now to support delivery.	Childcare Act 2006 - Section 10	Statutory discretionary
Children Centres	Parkfield child care			Age 3-4	Per Child Per Hour	£5.87	£5.87	£5.87	£6.22	£0.35	6.00%	6% uplift on fees, running costs are higher, but since CPI uplift could make it unaffordable for providers, a lower than CPI increase to ensure demand still there.	Cost shouldn't be passed on to vulnerable families, there is the Holiday Activities Fund now to support delivery.	Childcare Act 2006 - Section 10	Statutory discretionary
Children Centres	Meals			Children Centre - Parkfield	Per Child Per Hour	£2.31	£2.31	£2.31	£2.45	£0.14	6.00%	6% uplift on fees, running costs are higher, but since CPI uplift could make it unaffordable for providers, a lower than CPI increase to ensure demand still there.	Cost shouldn't be passed on to vulnerable families, there is the Holiday Activities Fund now to support delivery.	Childcare Act 2006 - Section 10	Statutory discretionary
Children Centres	Wingfield child care			Age 2	Per Child Per Hour	£5.97	£5.97	£5.97	£6.33	£0.36	6.00%	6% uplift on fees, running costs are higher, but since CPI uplift could make it unaffordable for providers, a lower than CPI increase to ensure demand still there.	Cost shouldn't be passed on to vulnerable families, there is the Holiday Activities Fund now to support delivery.	Childcare Act 2006 - Section 10	Statutory discretionary
Children Centres	Wingfield child care			Age 3-4	Per Child Per Hour	£5.71	£5.71	£5.71	£6.05	£0.34	6.00%	6% uplift on fees, running costs are higher, but since CPI uplift could make it unaffordable for providers, a lower than CPI increase to ensure demand still there.	Cost shouldn't be passed on to vulnerable families, there is the Holiday Activities Fund now to support delivery.	Childcare Act 2006 - Section 10	Statutory discretionary
Children Centres	Meals			Children Centre - Wingfield	Per Child Per Hour	£2.14	£2.14	£2.14	£2.27	£0.13	6.00%	6% uplift on fees, running costs are higher, but since CPI uplift could make it unaffordable for providers, a lower than CPI increase to ensure demand still there.	Cost shouldn't be passed on to vulnerable families, there is the Holiday Activities Fund now to support delivery.	Childcare Act 2006 - Section 10	Statutory discretionary
Children Centres	Newstead Child care			Age 2	Per Child Per Hour	£6.51	£6.51	£6.51	£6.90	£0.39	6.00%	6% uplift on fees, running costs are higher, but since CPI uplift could make it unaffordable for providers, a lower than CPI increase to ensure demand still there.	Cost shouldn't be passed on to vulnerable families, there is the Holiday Activities Fund now to support delivery.	Childcare Act 2006 - Section 10	Statutory discretionary
Children Centres	Newstead Child care			Age 3-4	Per Child Per Hour	£6.25	£6.25	£6.25	£6.63	£0.38	6.00%	6% uplift on fees, running costs are higher, but since CPI uplift could make it unaffordable for providers, a lower than CPI increase to ensure demand still there.	Cost shouldn't be passed on to vulnerable families, there is the Holiday Activities Fund now to support delivery.	Childcare Act 2006 - Section 10	Statutory discretionary
Children Centres	Meals			Children Centre - Newstead	Per Child Per Hour	£2.19	£2.19	£2.19	£2.32	£0.13	6.00%	6% uplift on fees, running costs are higher, but since CPI uplift could make it unaffordable for providers, a lower than CPI increase to ensure demand still there.	Cost shouldn't be passed on to vulnerable families, there is the Holiday Activities Fund now to support delivery.	Childcare Act 2006 - Section 10	Statutory discretionary
Play Team charges	Holiday programmes			Holiday Schemes	Per day	£18.36	£18.36	£18.36	£19.46	£1.10	6.00%	6% uplift on fees, running costs are higher, but since CPI uplift could make it unaffordable for providers, a lower than CPI increase to ensure demand still there.	Cost shouldn't be passed on to vulnerable families, there is the Holiday Activities Fund now to support delivery.	Childcare Act 2006 - Section 10	Statutory discretionary
Play Team charges	Holiday programmes			Holiday Schemes - Siblings charge	Per day	£14.79	£14.79	£14.79	£15.68	£0.89	6.00%	6% uplift on fees, running costs are higher, but since CPI uplift could make it unaffordable for providers, a lower than CPI increase to ensure demand still there.	Cost shouldn't be passed on to vulnerable families, there is the Holiday Activities Fund now to support delivery.	Childcare Act 2006 - Section 10	Statutory discretionary
Play Team charges	Holiday programmes			Holiday schemes including aftercare	Per day	£22.95	£22.95	£22.95	£24.33	£1.38	6.00%	6% uplift on fees, running costs are higher, but since CPI uplift could make it unaffordable for providers, a lower than CPI increase to ensure demand still there.	Cost shouldn't be passed on to vulnerable families, there is the Holiday Activities Fund now to support delivery.	Childcare Act 2006 - Section 10	Statutory discretionary
Play Team charges	Holiday programmes			Holiday Schemes including aftercare - Siblings charge	Per day	£19.38	£19.38	£19.38	£20.54	£1.16	6.00%	6% uplift on fees, running costs are higher, but since CPI uplift could make it unaffordable for providers, a lower than CPI increase to ensure demand still there.	Cost shouldn't be passed on to vulnerable families, there is the Holiday Activities Fund now to support delivery.	Childcare Act 2006 - Section 10	Statutory discretionary
Play Team	After School Club			Term Time Only	Per Session	£7.00	£7.00	£7.00	£7.42	£0.42	6.00%	6% uplift on fees, running costs are higher, but since CPI uplift could make it unaffordable for providers, a lower than CPI increase to ensure demand still there.	Cost shouldn't be passed on to vulnerable families, there is the Holiday Activities Fund now to support delivery.	Childcare Act 2006 - Section 10	Statutory discretionary
Play Team	School Holiday Play Scheme			Holiday Playscheme	Per Day	£20.00	£20.00	£20.00	£21.20	£1.20	6.00%	6% uplift on fees, running costs are higher, but since CPI uplift could make it unaffordable for providers, a lower than CPI increase to ensure demand still there.	Cost shouldn't be passed on to vulnerable families, there is the Holiday Activities Fund now to support delivery.	Childcare Act 2006 - Section 10	Statutory discretionary
Play Team	School Holiday Play Scheme			Sibling	Per Day	£16.50	£16.50	£16.50	£17.49	£0.99	6.00%	6% uplift on fees, running costs are higher, but since CPI uplift could make it unaffordable for providers, a lower than CPI increase to ensure demand still there.	Cost shouldn't be passed on to vulnerable families, there is the Holiday Activities Fund now to support delivery.	Childcare Act 2006 - Section 10	Statutory discretionary
Play Team	Nursery fee paying			Age 2-3	Per Session	£18.00	£18.00	£18.00	£19.08	£1.08	6.00%	6% uplift on fees, running costs are higher, but since CPI uplift could make it unaffordable for providers, a lower than CPI increase to ensure demand still there.	Cost shouldn't be passed on to vulnerable families, there is the Holiday Activities Fund now to support delivery.	Childcare Act 2006 - Section 10	Statutory discretionary

Terminology key

Statutory prescribed – legislation provides that the local authority charge for providing a service and either (a) the charge is prescribed (i.e. set eg. £100) or (b) the range is prescribed.

Statutory discretionary (or statutory costs recovery) – legislation provides that you may charge for providing a service but the amount of the charge is discretionary, within the remit of the legislation – the charge may be limited to cost recovery, reasonable cost or based on consideration of prescribed matters eg. consideration of rental value of land for allotments.

Discretionary – here the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011

Fees and Charges 2023/24

Department: **Children's Family Services**
 Area: **0-19 Traded Services**

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2020/21	Charges 2021/22	Charges 2022/23	Proposed Charges 2023/24	Change from prior year, £	Change from prior year, %	Comments	Additional detail for new charges / above inflation	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of Charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)
0 - 19 Early Help Service Traded Service & Programmes	Equipment		Partnership/charitable	Per Item	£4.00	£4.00	£4.00	£4.24	£0.24	6.00%	Equipment for hire with lighting Box for Theatre Productions	6% uplift on fees, running costs are higher, but since CPI uplift could make it unaffordable for providers, a lower than CPI increase to ensure demand still there. Cost shouldn't be passed on to vulnerable families, there is the Holiday Activities Fund now to support delivery.	Local Government Act 2003 - Section 93	Discretionary
0 - 19 Early Help Service Traded Service & Programmes	Hire of Theatre, Blue Room, Foyer and PA System / lighting Box for Theatre Productions		Partnership/charitable		£200.00	£200.00	£200.00	£212.00	£12.00	6.00%	Hourly Rate for Hire of FYC Theatre, Foyer and PA System / CV Hall, stage, kitchen area, reception and PA System including lighting Box for Theatre Productions	6% uplift on fees, running costs are higher, but since CPI uplift could make it unaffordable for providers, a lower than CPI increase to ensure demand still there. Cost shouldn't be passed on to vulnerable families, there is the Holiday Activities Fund now to support delivery.	Local Government Act 2003 - Section 93	Discretionary
0 - 19 Early Help Service Traded Service & Programmes	Theatre Production Booking, Full Day Hire		Partnership Rate		£550.00	£550.00	£550.00	£583.00	£33.00	6.00%	Full Day booking for Theatre Hire for Productions. All Area Access, Theatre with seating for 80 - 100 people. Dance Studio, Blue Room (behind theatre). Foyer for entrance including cafe area. Or CV Hire seating 100 - 120 with kitchen, summer house and reception area includes PA System and Lighting Box. Full Day Hire	6% uplift on fees, running costs are higher, but since CPI uplift could make it unaffordable for providers, a lower than CPI increase to ensure demand still there. Cost shouldn't be passed on to vulnerable families, there is the Holiday Activities Fund now to support delivery.	Local Government Act 2003 - Section 93	Discretionary
0 - 19 Early Help Service Traded Service & Programmes	Theatre Production Booking, Per Hour, Minimum of 3 Hour Hire		Partnership Rate		£100.00	£100.00	£100.00	£106.00	£6.00	6.00%	Full Day booking for Theatre Hire for Productions. All Area Access, Theatre with seating for 80 - 100 people. Dance Studio, Blue Room (behind theatre). Foyer for entrance including cafe area. Or CV Hire seating 100 - 120 with kitchen, summer house and reception area includes PA System and Lighting Box. Full Day Hire Includes PA System and Lighting Box per hour. Minimum of 3 Hour Booking	6% uplift on fees, running costs are higher, but since CPI uplift could make it unaffordable for providers, a lower than CPI increase to ensure demand still there. Cost shouldn't be passed on to vulnerable families, there is the Holiday Activities Fund now to support delivery.	Local Government Act 2003 - Section 93	Discretionary
0 - 19 Early Help Service Traded Service & Programmes	Membership on Provider Directory on 0 - 19 Website		Standard		£400.00	£400.00	£400.00	£424.00	£24.00	6.00%	ANNUAL CHARGE for Provider Directory where the Provider will have their company link and course details. Companies will be vetted to meet suitability of 0 - 19 website	6% uplift on fees, running costs are higher, but since CPI uplift could make it unaffordable for providers, a lower than CPI increase to ensure demand still there. Cost shouldn't be passed on to vulnerable families, there is the Holiday Activities Fund now to support delivery.	Local Government Act 2003 - Section 93	Discretionary
0 - 19 Early Help Service Traded Service & Programmes	Homepage TOP Banner - Advertising space peak times		Standard		£200.00	£200.00	£200.00	£212.00	£12.00	6.00%	MONTHLY advertising on homepage TOP banner Space on 0 - 19 Website	6% uplift on fees, running costs are higher, but since CPI uplift could make it unaffordable for providers, a lower than CPI increase to ensure demand still there. Cost shouldn't be passed on to vulnerable families, there is the Holiday Activities Fund now to support delivery.	Local Government Act 2003 - Section 93	Discretionary
0 - 19 Early Help Service Traded Service & Programmes	Homepage BOTTOM Banner - Advertising space on website off peak		Standard		£150.00	£150.00	£150.00	£159.00	£9.00	6.00%	MONTHLY advertising on homepage BOTTOM banner Space on 0 - 19 Website	6% uplift on fees, running costs are higher, but since CPI uplift could make it unaffordable for providers, a lower than CPI increase to ensure demand still there. Cost shouldn't be passed on to vulnerable families, there is the Holiday Activities Fund now to support delivery.	Local Government Act 2003 - Section 93	Discretionary
0 - 19 Early Help Service Traded Service & Programmes	Miscellaneous Pages - Banner Advertising space on website		Standard		£100.00	£100.00	£100.00	£106.00	£6.00	6.00%	MONTHLY advertising on miscellaneous pages on 0 - 19 Website	6% uplift on fees, running costs are higher, but since CPI uplift could make it unaffordable for providers, a lower than CPI increase to ensure demand still there. Cost shouldn't be passed on to vulnerable families, there is the Holiday Activities Fund now to support delivery.	Local Government Act 2003 - Section 93	Discretionary

Terminology key

Statutory prescribed – legislation provides that the local authority charge for providing a service and either (a) the charge is prescribed (i.e. set eg. £100) or (b) the range is prescribed.

Statutory discretionary (or statutory costs recovery) - legislation provides that you may charge for providing a service but the amount of the charge is discretionary, within the remit of the legislation – the charge may be limited to cost recovery, reasonable cost or based on consideration of prescribed matters eg. consideration of rental value of land for allotments.

Discretionary – here the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011

Fees and Charges 2023/24

Department: **Re**
 Area: **Planning**

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging	Comments	Additional detail for new charges / above inflation
Re	PL 1 Planning Policy Publications	Planning	Planning Briefs & Supplementary Planning Guidance	Each	£45.50	£50.10	£4.60	10.10%	s93 of the Local Government Act 2003	Discretionary		
Re	PL 2 Planning Policy Publications	Planning	(for residents only)	Each	£18.75	£20.64	£1.89	10.10%	s93 of the Local Government Act 2003	Discretionary		
Re	PL 3 Planning Conservation Publications	Planning	Conservation Area Character Appraisals	Each (sub areas within the Hampstead Garden Suburb Conservation Area will be charged as a single Appraisal document)	£38.00	£41.84	£3.84	10.10%	s93 of the Local Government Act 2003	Discretionary		
Re	PL 4 Planning Conservation Publications	Planning	(for residents only)	Each. Each sub area within the Hampstead Garden Suburb Conservation Area will be charged as a single Appraisal document.	£18.75	£20.64	£1.89	10.10%	s93 of the Local Government Act 2003	Discretionary		
Re	PL 5 Planning Conservation Publications	Planning	Statutory List of Buildings of special architectural or historic interest	Each	£46.50	£51.20	£4.70	10.10%	s93 of the Local Government Act 2003	Discretionary		
Re	PL 6 Planning Conservation Publications	Planning	(for residents only)	Each	£24.50	£26.97	£2.47	10.10%	s93 of the Local Government Act 2003	Discretionary		
Re	PL 7 Planning Conservation Publications	Planning	Schedule of Building of local or historic interest	Each	£39.00	£42.94	£3.94	10.10%	s93 of the Local Government Act 2003	Discretionary		
Re	PL 8 Planning Conservation Publications	Planning	(for residents only)	Each	£18.75	£20.64	£1.89	10.10%	s93 of the Local Government Act 2003	Discretionary		
Re	PL 9 Planning Conservation Publications	Planning	Statutory List extracts	Each	£24.25	£26.70	£2.45	10.10%	s93 of the Local Government Act 2003	Discretionary		
Re	PL 10 Planning Conservation Publications	Planning	One building per extra copy	Each	£18.75	£20.64	£1.89	10.10%	s93 of the Local Government Act 2003	Discretionary		
Re	PL 11 Planning Conservation Publications	Planning	Article 4 Directions per area	Each	£36.50	£40.19	£3.69	10.10%	s93 of the Local Government Act 2003	Discretionary		
Re	PL 12 Planning Conservation Publications	Planning	Conservation Area Maps	Each	£45.75	£50.37	£4.62	10.10%	s93 of the Local Government Act 2003	Discretionary		
Re	PL 13 Planning Conservation Publications	Planning	(for residents only)	Each	£26.01	£28.64	£2.63	10.10%	s93 of the Local Government Act 2003	Discretionary		
Re	PL 14 Planning Development Control Documents	Planning	Copies of Planning Decisions	Each	£33.50	£36.88	£3.38	10.10%	s93 of the Local Government Act 2003	Discretionary		
Re	PL 15 Planning Development Control Documents	Planning	Copies of Enforcement Notices	Each	£33.50	£36.88	£3.38	10.10%	s93 of the Local Government Act 2003	Discretionary		
Re	PL 16 Planning Development Control Documents	Planning	Weekly list of Planning applications per area by email	Each	£32.00	£35.23	£3.23	10.10%	s93 of the Local Government Act 2003	Discretionary		
Re	PL 17 Planning Development Control Documents	Planning	Tree Preservation Order Full Document	Each	£32.00	£35.23	£3.23	10.10%	s93 of the Local Government Act 2003	Discretionary		
Re	PL 18 Planning Development Control Documents	Planning	Tree Preservation Order Full Document	Each	£16.50	£18.17	£1.67	10.10%	s93 of the Local Government Act 2003	Discretionary		
Re	PL 19 All Planning and Building Control Services	Planning	Photocopying per A3 copy	Each	£1.50	£1.65	£0.15	10.10%	s93 of the Local Government Act 2003 or s13A Local Land Charges Act 1975	Discretionary		
Re	PL 20 All Planning and Building Control Services	Planning	Photocopying per A4 copy	Each	£1.00	£1.10	£0.10	10.10%	s93 of the Local Government Act 2003 or s13A Local Land Charges Act 1975	Discretionary		
Re	PL 21 Reproduction of maps/drawings	Planning	Photocopy A1-A0	Each	£24.50	£26.97	£2.47	10.10%	s93 of the Local Government Act 2003	Discretionary		
Re	PL 22 Reproduction of maps/drawings	Planning	Photocopy A2	Each	£19.32	£21.27	£1.95	10.10%	s93 of the Local Government Act 2003	Discretionary		
Re	PL 25 Cancellation of application / Withdrawal	Planning	Charge made for withdrawal of application post registration prior to consideration by a planning officer - % of application fee	Each	25%	25%	N/A	N/A	s93 of the Local Government Act 2003	Discretionary		
Re	PL 26 Electronic copies of applications	Planning	Per CD / USB Stick	Each	£39.02	£42.96	£3.94	10.10%	s93 of the Local Government Act 2003	Discretionary		
Re	PL 27 Electronic copies of applications	Planning	Either of the above (for residents only)	Each	£18.75	£20.64	£1.89	10.10%	s93 of the Local Government Act 2003	Discretionary		
Re	PL 28 Historic Planning Information	Planning	File retrieval from archive	Each	£19.00	£20.92	£1.92	10.10%	s93 of the Local Government Act 2003	Discretionary		

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging	Comments	Additional detail for new charges / above inflation
Re	PL 29 Historic Planning Information	Planning	(for residents only for applications decided before 1 Jan 200) Requests for files may take a month to process as the files are archived off site.	Each	£13.00	£14.31	£1.31	10.10%	s93 of the Local Government Act 2003	Discretionary		
Re	PL 30 Enforcement Specific Charges	Planning	Requests to withdraw an Enforcement Notice	Each	£480.00	£528.48	£48.48	10.10%	s93 of the Local Government Act 2003	Discretionary		
Re	PL 31 Enforcement Specific Charges	Planning	Requests to withdraw an Enforcement Notice – one hour meeting included	Each	£560.00	£616.56	£56.56	10.10%	s93 of the Local Government Act 2003	Discretionary		
Re	PL 32 Enforcement Specific Charges	Planning	Confirmation of compliance with clauses in a S106 planning obligation - desktop exercise	per hour	£0.00	£240.00	£240.00	0.00%	s93 of the Local Government Act 2003	Discretionary		
Re	PL 33 Enforcement Specific Charges	Planning	Enforcement meeting (at the Head of Development Management's discretion)	per hour	£89.50	£98.54	£9.04	10.10%	s93 of the Local Government Act 2003	Discretionary		
Re	PL 34 Correspondence requiring research to answer	Planning	Correspondence requiring research to answer	per hour	£26.00	£28.63	£2.63	10.10%	s93 of the Local Government Act 2003	Discretionary		
Re	PL 35 Correspondence requiring research to answer	Planning	Enforcement Enquiry per question per address	per hour	£26.00	£28.63	£2.63	10.10%	s93 of the Local Government Act 2003	Discretionary		
Re	PL 36 High Hedge Complaints	Planning	High Hedge Complaint Investigation (50% discount for income support)	Per address	£698.00	£768.50	£70.50	10.10%	Anti-social Behaviour Act 2003 s68(1)(b)	Discretionary		
Re	PL 37 Postage	Planning	Postage A5 letter	Each	£2.32	£2.55	£0.23	10.10%	s93 of the Local Government Act 2003	Discretionary		
Re	PL 38 Postage	Planning	Postage A4 package	Each	£7.05	£7.77	£0.71	10.10%	s93 of the Local Government Act 2003	Discretionary		
Re	PL 39 Postage	Planning	Postage A4 letter	Each	£4.73	£5.21	£0.48	10.10%	s93 of the Local Government Act 2003	Discretionary		
Re	PL 40 Planning Advice Charges (PreApplication Advice)	Planning	Category A (Complex - 150+ residential units or 4000m2+ of commercial floor space)	Initial meeting	£10,865.00	£11,500.00	£635.00	5.84%	s93 of the Local Government Act 2003	Discretionary		
Re	PL 41 Planning Advice Charges (PreApplication Advice)	Planning	Category B (Complex - 100+ residential units or 4000m2+ of commercial floor space)	Initial meeting	£8,449.00	£10,500.00	£2,051.00	24.28%	s93 of the Local Government Act 2003	Discretionary		
Re	PL 42 Planning Advice Charges (PreApplication Advice)	Planning	Category C (Major 10 - 99 residential units or 1000m2 - 3999m2 of commercial floor space)	Initial meeting	£6,044.00	£8,500.00	£2,456.00	40.64%	s93 of the Local Government Act 2003	Discretionary		
Re	PL 44 Planning Advice Charges (PreApplication Advice)	Planning	Category D (Minor - 2-9 residential units, 100m2-900m2 commercial floor space) HMO's (100m2 - 999m2)	Initial meeting	£1,852.00	£2,250.00	£398.00	21.49%	s93 of the Local Government Act 2003	Discretionary		
Re	PL 45 Planning Advice Charges (PreApplication Advice)	Planning	Category E (Minor - 2-4 residential units, 100m2-999m2 commercial floor space) HMO above 100m2	Written Advice only, no meeting	£990.00	DELETE	DELETE	DELETE	DELETE	DELETE	DELETE	Delete
Re	PL 46 Planning Advice Charges (PreApplication Advice)	Planning	Category F (Creation of one residential unit: creation of one additional residential house or flat; The replacement of an existing residential unit; The conversion of 1 property into 2 residential units, including demolition and rebuild not within a conservation area)	Initial meeting	£328.00	DELETE	DELETE	DELETE	DELETE	DELETE	DELETE	Delete
Re	PL 46 Planning Advice Charges (PreApplication Advice)	Planning	New Category (Creation of one dwelling)	Initial meeting	N/A	£1,300.00	New charge	New charge	s93 of the Local Government Act 2004	Discretionary	Rename as category E	
Re	PL 47 Planning Advice Charges (PreApplication Advice)	Planning	Category G Creation of one residential unit in a conservation area / listed building / or with associated complex heritage issues with meeting including Heritage Officer	Initial meeting	£997.00	DELETE	DELETE	DELETE	DELETE	DELETE	DELETE	Delete
Re	PL 48 Planning Advice Charges (PreApplication Advice)	Planning	Category H Creation of one residential unit in a conservation area / listed building / or with associated complex heritage issues	Written Advice only, no meeting	£703.00	DELETE	DELETE	DELETE	DELETE	DELETE	DELETE	Delete
Re	PL 49 Planning Advice Charges (PreApplication Advice)	Planning	Category F Small scale development: Small extensions/ alterations (including advertisements) to commercial or similar premises below the threshold of category G; Small changes of use to such premises below the threshold of category G Other small scale developments below the threshold of category G HMO below 100m2	Written Advice only, no meeting	£235.00	£258.74	£23.74	10.10%	s93 of the Local Government Act 2003	Discretionary	Was I	
Re	PL 50 Planning Advice Charges (PreApplication Advice)	Planning	Category G Householder development: Extensions or alterations to a single residential unit	Written Advice only, no meeting	£130.00	£143.13	£13.13	10.10%	s93 of the Local Government Act 2003	Discretionary	Was J	
Re	PL 51 Planning Advice Charges (PreApplication Advice)	Planning	Category H Householder development: Extensions or alterations to a single residential unit with heritage issues	Written Advice only, no meeting	£195.00	£214.70	£19.70	10.10%	s93 of the Local Government Act 2003	Discretionary	Was K	

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging	Comments	Additional detail for new charges / above inflation
Re	PL 52 Rates For Officers Giving Specialist Advice & Charges for Subsequent Meetings	Planning	Case Officer up to Principal Planner	Per hour	£258.00	£284.06	£26.06	10.10%	s93 Local Govt Act 2003/s3 Localism Act 2011	Discretionary		
Re	PL 53 Rates For Officers Giving Specialist Advice & Charges for Subsequent Meetings	Planning	Team Leader/Manager	Per hour	£322.00	£354.52	£32.52	10.10%	s93 Local Govt Act 2003/s3 Localism Act 2011	Discretionary		
Re	PL 54 Rates For Officers Giving Specialist Advice & Charges for Subsequent Meetings	Planning	Service Heads and Directors	Per hour	£387.00	£426.09	£39.09	10.10%	s93 Local Govt Act 2003/s3 Localism Act 2011	Discretionary		
Re	PL 55 Rates For Officers Giving Specialist Advice & Charges for Subsequent Meetings	Planning	Specialist Advice (egg: Trees, Conservation & Design, Highways) Additional specialist advice available	Per hour	£322.00	£354.52	£32.52	10.10%	s93 Local Govt Act 2003/s3 Localism Act 2011	Discretionary		
Re	PL 56 Additional Services	Planning	Choice of case officer (up to senior only) 10% on category charge - minimum charge listed	Per application	Delete	Delete	Delete	Delete		Delete	Delete	Delete
Re	PL 57 Additional Services	Planning	Choice of case officer (Principal or above) 20% on category charge - minimum charge listed	Per application	Delete	Delete	Delete	Delete		Delete	Delete	Delete
Re	PL 58 Additional Services	Planning	Consultation/meeting in relation to proposed tree work, with written notes	Base fee	£482.00	£530.68	£48.68	10.10%	s93 Local Govt Act 2003/s3 Localism Act 2011	Discretionary		
Re	PL 59 Additional Services	Planning	cost per additional tree with the above service	Per tree	£53.50	£58.90	£5.40	10.10%	s93 Local Govt Act 2003/s3 Localism Act 2011	Discretionary		
Re	PL 60 Fast Track - householder applications	Planning	Service 1 a - Registration of application within 24 hours b - Consultation of neighbouring properties within 24 hours. c - Provision of an officer's recommendation within 5 weeks of validation	Per application	£403.00	£443.70	£40.70	10.10%	s93 Local Govt Act 2003/s3 Localism Act 2011	Discretionary		
Re	PL 61 Fast Track - householder applications	Planning	Service 2 Visit to site within 5 working days of registration - only where Service 1 is taken	Per application	£115.50	£127.17	£11.67	10.10%	s93 Local Govt Act 2003/s3 Localism Act 2011	Discretionary		
Re	PL 62 Fast Track - householder applications	Planning	Service 3 a - Registration of application within 1 day b - Review of the information submitted with the application within 2 working days of the site visit, if Service 2 accepted, or 7 working days from validation (if Service 2 not accepted) c - Provision of an email setting out any required changes to the application or confirming support/refusal of the application	Per application	£330.00	£363.33	£33.33	10.10%	s93 Local Govt Act 2003/s3 Localism Act 2011	Discretionary		
Re	PL 63 Fast Track - householder applications	Planning	Service 4 a - Registration of application within 1 day b - Consultation of neighbours within 1 working day c - Provision of an officers recommendation within 1 working day following on from the end of the consultation period (28 days)	Per application	£704.50	£775.65	£71.15	10.10%	s93 Local Govt Act 2003/s3 Localism Act 2011	Discretionary		
Re	PL 64 Fast Track - householder applications	Planning	Additional and faster services	Per application	N/A	N/A	N/A	N/A	s93 Local Govt Act 2003/s3 Localism Act 2011	Discretionary		
Re	PL 65 Fast Track - conditions and certificate of lawfulness applications	Planning	Service 5 1- Registration of valid application within 1 working day of receipt 2- Provision of an email setting out any required changes to the application or confirming support/refusal of the application within 15 working days of registration. 3- Decision issued within 1 working day of confirmation of support or within 1 working of receipt of acceptable amendments / additional information	Per application	£115.50	£127.17	£11.67	10.10%	s93 Local Govt Act 2003/s3 Localism Act 2011	Discretionary		

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging	Comments	Additional detail for new charges / above inflation
Re	PL 66 Fast Track - conditions and certificate of lawfulness applications	Planning	Service 6 a- Registration of valid application within 1 working day of receipt b- Provision of an email setting out any required changes to the application or confirming support/refusal of the application within 10 working days of registration. c- Decision issued within 1 working day of confirmation of support or within 1 working of receipt of acceptable amendments / additional information	Per application	£292.00	£321.49	£29.49	10.10%	s93 Local Govt Act 2003/s3 Localism Act 2011	Discretionary		
Re	PL 67 Fast Track - conditions and certificate of lawfulness applications	Planning	Service 7 a- Registration of valid application within 1 working day of receipt b- Provision of an email setting out any required changes to the application or confirming support/refusal of the application within 5 working days of registration. c- Decision issued within 1 working day of confirmation of support or within 1 working of receipt of acceptable amendments / additional information	Per application	£347.00	£382.05	£35.05	10.10%	s93 Local Govt Act 2003/s3 Localism Act 2011	Discretionary		
Re	PL 68 Fast Track - conditions and certificate of lawfulness applications	Planning	Service 8 a- Registration of valid application within 1 working day of receipt b- Provision of an email setting out any required changes to the application or confirming support/refusal of the application within 2 working days of registration. c- Decision issued within 1 working day of confirmation of support or within 1 working of receipt of acceptable amendments / additional information	Per application	£460.50	£507.01	£46.51	10.10%	s93 Local Govt Act 2003/s3 Localism Act 2011	Discretionary		
Re	PL 69 Fast Track - conditions and certificate of lawfulness applications	Planning	Service 9 a- Registration of valid application within 1 working day of receipt b- Provision of an email setting out any required changes to the application or confirming support/refusal of the application within 1 working days of registration.	Per application	£693.00	£762.99	£69.99	10.10%	s93 Local Govt Act 2003/s3 Localism Act 2011	Discretionary		
Re	PL 70 Fast Track - conditions and certificate of lawfulness applications	Planning	Additional and faster services	Per application	On request	On request	N/A	N/A	s93 Local Govt Act 2003/s3 Localism Act 2011	Discretionary		
Re	PL 71 Fast Track - Office to Residential Prior Notifications	Planning	Service 10 a - Registration of valid application within 1 working day of receipt b - Consultation of neighbouring properties within 24 hours c - Provision of an officer's recommendation within 4 weeks of validation	Per application	£398.50	£438.75	£40.25	10.10%	s93 Local Govt Act 2003/s3 Localism Act 2011	Discretionary		
Re	PL 72 Fast Track - Office to Residential Prior Notifications	Planning	Service 11 Subject to a prior notification application is approved, provision of letter confirming compliance with relevant legislation.	Per application	£85.50	£94.14	£8.64	10.10%	s93 Local Govt Act 2003/s3 Localism Act 2011	Discretionary		
Re	PL 73 Fast Track - Office to Residential Prior Notifications	Planning	Additional and faster services	Per application	On request	On request	N/A	N/A	s93 Local Govt Act 2003/s3 Localism Act 2011	Discretionary		
Re	PL 74 Fast Track - Larger Home Extensions Prior Notifications	Planning	Service 12 - Larger homes a- Registration of valid application within 1 working day of receipt b- Consultation of neighbouring properties within 24 hours c- Provision of an officer's recommendation within 5 weeks of validation	Per application	£221.09	£243.41	£22.33	10.10%	s93 Local Govt Act 2003/s3 Localism Act 2011	Discretionary		
Re	PL 75 Fast Track - Larger Home Extensions Prior Notifications	Planning	Additional and faster services	Per application	On request	On request	N/A	N/A	s93 Local Govt Act 2003/s3 Localism Act 2011	Discretionary		
Re	PL 76 Fast Track - Small Minor Applications and Variation of Conditions 1 - 4 residential units / 100m2 - 999m2	Planning	Service 13 a - Registration of valid application within 1 working day of receipt b - Consultation of neighbouring properties within 24 hours	Per application	£222.00	£244.42	£22.42	10.10%	s93 Local Govt Act 2003/s3 Localism Act 2011	Discretionary		

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging	Comments	Additional detail for new charges / above inflation
Re	PL 77 Fast Track - Small Minor Applications and Variation of Conditions 1 - 4 residential units / 100m2 - 999m2	Planning	Service 14 - only available if service 13 is taken a - Review of the information submitted within 5 working days from the validation of the application b- Provision of an email setting out any required changes to the application or confirming support/refusal of the application.	Per application	£332.50	£366.08	£33.58	10.10%	s93 Local Govt Act 2003/s3 Localism Act 2011	Discretionary		
Re	PL 78 Fast Track - Small Minor Applications and Variation of Conditions 1 - 4 residential units / 100m2 - 999m2	Planning	Service 15 Provision of an officer's recommendation within 5 weeks of validation.1 - 4 residential units / 100m2 - 999m2	Per application	£222.00	£244.42	£22.42	10.10%	s93 Local Govt Act 2003/s3 Localism Act 2011	Discretionary		
Re	PL 79 Fast Track - Large Minor Applications and Variation of Conditions 5 - 9 residential units / 1000m2 - 1999m2	Planning	Service 16 a - Registration of valid application within 1 working day of receipt b - Consultation of neighbouring properties within 24 hours	Per application	£330.00	£363.33	£33.33	10.10%	s93 Local Govt Act 2003/s3 Localism Act 2011	Discretionary		
Re	PL 80 Fast Track - Large Minor Applications and Variation of Conditions 5 - 9 residential units / 1000m2 - 1999m2	Planning	Service 17 - only available if service 16 is taken a - Review of the information submitted within 5 working days from the validation of the application b - Provision of an email setting out any required changes to the application or confirming support/refusal of the application.	Per application	£460.50	£507.01	£46.51	10.10%	s93 Local Govt Act 2003/s3 Localism Act 2011	Discretionary		
Re	PL 81 Fast Track - Large Minor Applications and Variation of Conditions 5 - 9 residential units / 1000m2 - 1999m2	Planning	Service 18 Provision of an officer's recommendation within 5 weeks of validation.	Per application	£330.00	£363.33	£33.33	10.10%	s93 Local Govt Act 2003/s3 Localism Act 2011	Discretionary		
Re	PL 82 Fast Track - Large Minor Applications and Variation of Conditions 5 - 9 residential units / 1000m2 - 1999m2	Planning	Additional and faster services	Per application	On request	On request	N/A	N/A	s93 Local Govt Act 2003/s3 Localism Act 2011	Discretionary		
Re	PL 83 Fast Track - Pre-Application advice Category A and B	Planning	Tailored service - Quote provided on request	Per application	On request	On request	N/A	N/A	s93 Local Govt Act 2003/s3 Localism Act 2011	Discretionary		
Re	PL 85 Fast Track - Pre-Application advice Category D, E and F	Planning	Service 19 1- Accelerated offer of meeting at our offices (or on site) within 10 working days 2- Provision of meeting notes within 3 working days of meeting	Per application	25% of standard base pre-application fee	25% of standard base pre-application fee	N/A	N/A	s93 Local Govt Act 2003/s3 Localism Act 2011	Discretionary		
Re	PL 86 Fast Track - Pre-Application advice Category D, E and F	Planning	Service 20 1- Accelerated offer of meeting at our offices (or on site) within 5 working days 2- Provision of meeting notes within 3 working days of meeting	Per application	50% of standard base pre-application fee	50% of standard base pre-application fee	N/A	N/A	s93 Local Govt Act 2003/s3 Localism Act 2011	Discretionary		
Re	PL 87 Fast Track - Pre-Application advice Category D, E and F	Planning	Service 21 1- Accelerated offer of meeting at our offices (or on site) within 2 working days 2- Provision of meeting notes within 3 working days of meeting	Per application	75% of standard base pre-application fee	75% of standard base pre-application fee	N/A	N/A	s93 Local Govt Act 2003/s3 Localism Act 2011	Discretionary		
Re	PL 88 Fast Track - Pre-Application advice Category D, E and F	Planning	Additional and faster services on request	Per application	On request	On request	N/A	N/A	s93 Local Govt Act 2003/s3 Localism Act 2011	Discretionary		
Re	PL 89 Fast Track - Pre-Application advice Categories G and J	Planning	Service 22 Accelerated offer of meeting at our offices (or on site) within 10 working days	Per application	25% of standard base pre-application fee	25% of standard base pre-application fee	N/A	N/A	s93 Local Govt Act 2003/s3 Localism Act 2011	Discretionary		
Re	PL 90 Fast Track - Pre-Application advice Categories G and J	Planning	Service 23 Accelerated offer of meeting at our offices (or on site) within 5 working days	Per application	50% of standard base pre-application fee	50% of standard base pre-application fee	N/A	N/A	s93 Local Govt Act 2003/s3 Localism Act 2011	Discretionary		
Re	PL 91 Fast Track - Pre-Application advice Categories G and J	Planning	Service 24 Accelerated offer of meeting at our offices (or on site) within 2 working days	Per application	75% of standard base pre-application fee	75% of standard base pre-application fee	N/A	N/A	s93 Local Govt Act 2003/s3 Localism Act 2011	Discretionary		
Re	PL 92 Fast Track - Pre-Application advice Categories G and J	Planning	Service 25 Provision of written notes within 6 working days of meeting	Per application	£59.75	£65.78	£6.03	10.10%	s93 Local Govt Act 2003/s3 Localism Act 2011	Discretionary		
Re	PL 93 Fast Track - Pre-Application advice Categories G and J	Planning	Service 26 Provision of written notes within 3 working days of meeting	Per application	£115.50	£127.17	£11.67	10.10%	s93 Local Govt Act 2003/s3 Localism Act 2011	Discretionary		

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging	Comments	Additional detail for new charges / above inflation
Re	PL 94 Fast Track - Pre-Application advice Categories G and J	Planning	Service 27 Provision of written notes within 6 working days of request (when no meeting is required)	Per application	£115.50	£127.17	£11.67	10.10%	s93 Local Govt Act 2003/s3 Localism Act 2011	Discretionary		
Re	PL 95 Fast Track - Pre-Application advice Categories G and J	Planning	Service 28 Provision of written notes within 3 working days of request (when no meeting is required)	Per application	£225.00	£247.73	£22.73	10.10%	s93 Local Govt Act 2003/s3 Localism Act 2011	Discretionary		
Re	PL 96 Fast Track - Pre-Application advice Categories G and J	Planning	Additional and faster services on request	Per application	On request	On request	N/A	N/A	s93 Local Govt Act 2003/s3 Localism Act 2011	Discretionary		
Re	PL 97 Fast Track - Category K	Planning	Service 29 Accelerated offer of meeting at our offices (or on site) within 6 working days	Per application	£176.87	£194.73	£17.86	10.10%	s93 Local Govt Act 2003/s3 Localism Act 2011	Discretionary		
Re	PL 98 Fast Track - Category K	Planning	Service 30 Accelerated offer of meeting at our offices (or on site) within 3 working days	Per application	£347.00	£382.05	£35.05	10.10%	s93 Local Govt Act 2003/s3 Localism Act 2011	Discretionary		
Re	PL 99 Fast Track - Category K	Planning	Service 31 Accelerated offer of meeting at our offices (or on site) within 1 working days	Per application	£579.50	£638.03	£58.53	10.10%	s93 Local Govt Act 2003/s3 Localism Act 2011	Discretionary		
Re	PL 100 Fast Track - Category K	Planning	Service 32 Provision of written notes within 6 working days of meeting	Per application	£23.15	£25.49	£2.34	10.10%	s93 Local Govt Act 2003/s3 Localism Act 2011	Discretionary		
Re	PL 101 0 Fast Track - Category K	Planning	Service 33 Provision of written notes within 3 working days of meeting	Per application	£88.43	£97.37	£8.93	10.10%	s93 Local Govt Act 2003/s3 Localism Act 2011	Discretionary		
Re	PL 102 1 Fast Track - Category K	Planning	Service 34 Provision of written notes within 1 working days of meeting	Per application	£176.87	£194.73	£17.86	10.10%	s93 Local Govt Act 2003/s3 Localism Act 2011	Discretionary		
Re	PL 103 2 Fast Track - Category K	Planning	Service 35 Provision of written notes within 6 working days (when no meeting is required)	Per application	£85.50	£94.14	£8.64	10.10%	s93 Local Govt Act 2003/s3 Localism Act 2011	Discretionary		
Re	PL 104 3 Fast Track - Category K	Planning	Service 36 Provision of written notes within 3 working days (when no meeting is required)	Per application	£169.00	£186.07	£17.07	10.10%	s93 Local Govt Act 2003/s3 Localism Act 2011	Discretionary		
Re	PL 105 4 Fast Track - Category K	Planning	Service 37 Provision of written notes within 1 working day (when no meeting is required)	Per application	£339.50	£373.79	£34.29	10.10%	s93 Local Govt Act 2003/s3 Localism Act 2011	Discretionary		
Re	PL 106 5 Fast Track - Category K	Planning	Additional and faster services on request	Per application	On request	On request	N/A	N/A	s93 Local Govt Act 2003/s3 Localism Act 2011	Discretionary		
Re	PL 107 6 Fast Track - Additional Services	Planning	Service 38 10 to 24 residential units or 1000-1999 m2 commercial floorspace	Per application	£7,042.00	£7,753.24	£711.24	10.10%	s93 Local Govt Act 2003/s3 Localism Act 2011	Discretionary		
Re	PL 108 7 Fast Track - Additional Services	Planning	Service 39 25 to 49 residential units or 2000-3999m2 commercial floorspace	Per application	£10,509.00	£11,570.41	£1,061.41	10.10%	s93 Local Govt Act 2003/s3 Localism Act 2011	Discretionary		
Street Naming and Numbering												
Re	SNN 1 Street Naming and Numbering	Street Naming and Numbering	Application for numbering a property - new development or conversion	Per property	£108.07	£118.98	£10.91	10.10%	s93 Local Government Act 2003	Discretionary		
Re	SNN 2 Street Naming and Numbering	Street Naming and Numbering	Application for naming a new street (Authority choice of name)	Per Street	£282.90	£311.47	£28.57	10.10%	s93 Local Government Act 2003	Discretionary		
Re	SNN 3 Street Naming and Numbering	Street Naming and Numbering	Application for naming a new street (Applicants choice of name adhering to SNN Policy)	Per Street	£338.70	£372.91	£34.21	10.10%	s93 Local Government Act 2003	Discretionary		
Re	SNN 4 Street Naming and Numbering	Street Naming and Numbering	Renaming existing street	Base fee per street	£413.30	£455.05	£41.74	10.10%	s93 Local Government Act 2003	Discretionary		
Re	SNN 5 Street Naming and Numbering	Street Naming and Numbering		Per property for street name change	£31.00	£34.13	£3.13	10.10%	s93 Local Government Act 2003	Discretionary		
Re	SNN 6 Street Naming and Numbering	Street Naming and Numbering	Naming or renaming of buildings (Authority choice of name)	Per block/house	£187.22	£206.13	£18.91	10.10%	s93 Local Government Act 2003	Discretionary		
Re	SNN 7 Street Naming and Numbering	Street Naming and Numbering	Naming or renaming of buildings (Applicants choice of name, adhering to SNN Policy)	Per block/house	£224.67	£247.36	£22.69	10.10%	s93 Local Government Act 2003	Discretionary		
Re	SNN 8 Street Naming and Numbering	Street Naming and Numbering	Naming or renaming of Parks and Open Spaces	Per name	£187.22	£206.13	£18.91	10.10%	s93 Local Government Act 2003	Discretionary		
Re	SNN 11 Street Naming and Numbering	Street Naming and Numbering	Retrospective application for street naming / building naming / building numbering	per unit/street	As per schedule +30%	As per schedule +30%	N/A	N/A	s93 Local Government Act 2003	Discretionary		
Re	SNN 12 Street Naming and Numbering	Street Naming and Numbering	Officer hourly rate	per hour	£52.02	£57.27	£5.25	10.10%	s93 Local Government Act 2003	Discretionary		
Re	SNN 13 Street Naming and Numbering	Street Naming and Numbering	Confirmation of Address	per unit	£104.04	£114.55	£10.51	10.10%	s93 Local Government Act 2003	Discretionary		
Re	SNN 14 Street Naming and Numbering	Street Naming and Numbering	Numbering new developments	5 to 19 units - base fee	£525.40	£578.47	£53.07	10.10%	s93 Local Government Act 2003	Discretionary		
Re	SNN 15 Street Naming and Numbering	Street Naming and Numbering	Fixed price plus reduced price per unit	per unit	£41.44	£45.63	£4.19	10.10%	s93 Local Government Act 2003	Discretionary		
Re	SNN 16 Street Naming and Numbering	Street Naming and Numbering	Numbering new developments	20 to 49 units - base fee	£1,153.82	£1,270.36	£116.54	10.10%	s93 Local Government Act 2003	Discretionary		
Re	SNN 17 Street Naming and Numbering	Street Naming and Numbering	Fixed price plus reduced price per unit	per unit	£29.66	£32.66	£3.00	10.10%	s93 Local Government Act 2003	Discretionary		
Re	SNN 18 Street Naming and Numbering	Street Naming and Numbering	Numbering new developments	50 to 100 units - base fee	£1,986.35	£2,186.97	£200.62	10.10%	s93 Local Government Act 2003	Discretionary		

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging	Comments	Additional detail for new charges / above inflation
Re	SNN 19 Street Naming and Numbering	Street Naming and Numbering	Fixed price plus reduced price per unit	per unit	£21.65	£23.84	£2.19	10.10%	s93 Local Government Act 2003	Discretionary		
Re	SNN 20 Street Naming and Numbering	Street Naming and Numbering	Numbering new developments	100 plus units - base fee	£2,227.78	£2,452.79	£225.01	10.10%	s93 Local Government Act 2003	Discretionary		
Re	SNN 21 Street Naming and Numbering	Street Naming and Numbering	Fixed price plus reduced price per unit	per additional unit	£14.43	£15.89	£1.46	10.10%	s93 Local Government Act 2003	Discretionary		
Re	SNN 22 Street Naming and Numbering	Street Naming and Numbering	Application for Renumbering existing property	Per Unit	£129.64	£142.74	£13.09	10.10%	s93 Local Government Act 2003	Discretionary		
Re	SNN 23 Street Naming and Numbering	Street Naming and Numbering	Numbering new developments Fixed price plus reduced price per unit	Above 50	£525.40	£578.47	£53.07	10.10%	s93 Local Government Act 2003	Discretionary		
Re	SNN 24 Street Naming and Numbering	Street Naming and Numbering	Written (letter or email) confirmation of official address or additional copies of official notification letter	Per application reference	£32.54	£35.82	£3.29	10.10%	s93 Local Government Act 2003	Discretionary		
Re	SNN 25 Street Naming and Numbering	Street Naming and Numbering	Amendment to officially agreed addresses due to change in plot numbers, plot positions, building number - only available within 6 months of decision	Per property	£61 plus £6.00 per unit	£67.16 plus £6.61 per unit	£6.16 £0.61	10.10%	s93 Local Government Act 2003	Discretionary		
Re	SNN 26 Street Naming and Numbering	Street Naming and Numbering	Site visit	per visit	£156.06	£171.82	£15.76	10.10%	s93 Local Government Act 2003	Discretionary		
Re	SNN 27 Street Naming and Numbering	Street Naming and Numbering	Direct action	Per Address	Cost of any direct action to be recovered including officers time, site visits conducted and any contractor costs incurred	Cost of any direct action to be recovered including officers time, site visits conducted and any contractor costs incurred	N/A	N/A	s93 Local Government Act 2003	Discretionary		

Terminology key

Statutory prescribed – legislation provides that the local authority charge for providing a service and either (a) the charge is prescribed (i.e. set eg. £100) or (b) the range is prescribed.

Statutory discretionary (or statutory costs recovery) - legislation provides that you may charge for providing a service but the amount of the charge is discretionary, within the remit of the legislation – the charge may be limited to cost recovery, reasonable cost or based on consideration of prescribed matters eg. consideration of rental value of land for allotments.

Discretionary – here the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011

Fees and Charges 2023/24

Department: **Re**
 Area: **Building Control**

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Comments	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Additional detail for new charges / above inflation
Hourly Rate												
Re	BC 4 Building Control	Building Control	Any chargeable function	Per chargeable hour	£73.25	£77.00	£3.75	5.12%	VAT applicable	The Building (Local Authority Charges) Regulations 2010	Discretionary	
Table A(1)												
Building Notice and Full Plans												
Re	BC 5 Building Control	Building Control	Single storey dwelling	Fixed Fee	£1,062.13	£1,116.50	£54.38	5.12%	VAT applicable	The Building (Local Authority Charges) Regulations 2010	Statutory discretionary	
Re	BC 6 Building Control	Building Control	Each additional dwelling (single storey)	Fixed Fee	£256.38	£269.50	£13.13	5.12%	VAT applicable	The Building (Local Authority Charges) Regulations 2010	Statutory discretionary	
Re	BC 7 Building Control	Building Control	Two storey dwelling	Fixed Fee	£1,098.75	£1,155.00	£56.25	5.12%	VAT applicable	The Building (Local Authority Charges) Regulations 2010	Statutory discretionary	
Re	BC 8 Building Control	Building Control	Each additional dwelling (two storey)	Fixed Fee	£293.00	£308.00	£15.00	5.12%	VAT applicable	The Building (Local Authority Charges) Regulations 2010	Statutory discretionary	
Re	BC 9 Building Control	Building Control	Two storey dwelling* (incorporating a basement storey)	Fixed Fee	£1,391.75	£1,463.00	£71.25	5.12%	VAT applicable	The Building (Local Authority Charges) Regulations 2010	Statutory discretionary	
Re	BC 10 Building Control	Building Control	Three storey dwelling	Fixed Fee	£1,318.50	£1,386.00	£67.50	5.12%	VAT applicable	The Building (Local Authority Charges) Regulations 2010	Statutory discretionary	
Re	BC 11 Building Control	Building Control	Each additional dwelling (three storey)	Fixed Fee	£402.88	£423.50	£20.63	5.12%	VAT applicable	The Building (Local Authority Charges) Regulations 2010	Statutory discretionary	
Re	BC 12 Building Control	Building Control	Three storey dwelling* (incorporating a basement storey)	Fixed Fee	£1,501.63	£1,578.50	£76.88	5.12%	VAT applicable	The Building (Local Authority Charges) Regulations 2010	Statutory discretionary	
Re	BC 13 Building Control	Building Control	Block of flats (up to 6 units/3 storeys)	Fixed Fee	£2,527.13	£2,656.50	£129.38	5.12%	VAT applicable	The Building (Local Authority Charges) Regulations 2010	Statutory discretionary	
Table A(2)												
Building Notice and Full Plans												
Re	BC 14 Building Control	Building Control	Conversion into 1 dwelling/flat	Fixed Fee	£402.88	£423.50	£20.63	5.12%	VAT applicable	The Building (Local Authority Charges) Regulations 2010	Statutory discretionary	
Re	BC 15 Building Control	Building Control	Each additional dwelling/flat	Fixed Fee	£293.00	£308.00	£15.00	5.12%	VAT applicable	The Building (Local Authority Charges) Regulations 2010	Statutory discretionary	
Table B(1)												
Building Notice and Full Plans												
Re	BC 16 Building Control	Building Control	Single storey extension (total floor area less than 6m ²)	Fixed Fee	£476.13	£500.50	£24.38	5.12%	VAT applicable	The Building (Local Authority Charges) Regulations 2010	Statutory discretionary	
Re	BC 17 Building Control	Building Control	Single storey extension (total floor area 6m ² to 60m ²)	Fixed Fee	£659.25	£693.00	£33.75	5.12%	VAT applicable	The Building (Local Authority Charges) Regulations 2010	Statutory discretionary	
Re	BC 18 Building Control	Building Control	Two storey extension (total floor area less than 60m ²)	Fixed Fee	£805.75	£847.00	£41.25	5.12%	VAT applicable	The Building (Local Authority Charges) Regulations 2010	Statutory discretionary	
Re	BC 19 Building Control	Building Control	Loft conversion (total floor area less than 60m ²)	Fixed Fee	£659.25	£693.00	£33.75	5.12%	VAT applicable	The Building (Local Authority Charges) Regulations 2010	Statutory discretionary	
Re	BC 20 Building Control	Building Control	Each additional 20m ² over 60m ² total floor area (above)	Fixed Fee	£183.13	£192.50	£9.38	5.12%	VAT applicable	The Building (Local Authority Charges) Regulations 2010	Statutory discretionary	
Re	BC 21 Building Control	Building Control	Single storey basement (total floor area less than 60m ²)	Fixed Fee	£1,062.13	£1,116.50	£54.38	5.12%	VAT applicable	The Building (Local Authority Charges) Regulations 2010	Statutory discretionary	
Re	BC 22 Building Control	Building Control	Garage conversion	Fixed Fee	£402.88	£423.50	£20.63	5.12%	VAT applicable	The Building (Local Authority Charges) Regulations 2010	Statutory discretionary	
Re	BC 23 Building Control	Building Control	Basement conversion	Fixed Fee	£439.50	£462.00	£22.50	5.12%	VAT applicable	The Building (Local Authority Charges) Regulations 2010	Statutory discretionary	
Re	BC 24 Building Control	Building Control	Single storey (attached or detached) garage/outbuilding (total floor area less than 60m ²)	Fixed Fee	£622.63	£654.50	£31.88	5.12%	VAT applicable	The Building (Local Authority Charges) Regulations 2010	Statutory discretionary	
Re	BC 25 Building Control	Building Control	Construction of enclosed carport	Fixed Fee	£183.13	£192.50	£9.38	5.12%	VAT applicable	The Building (Local Authority Charges) Regulations 2010	Statutory discretionary	
Table B(2)												
Building Notice and Full Plans												
Re	BC 26 Building Control	Building Control	Underpinning (up to 20 linear meters)	Fixed Fee	£586.00	£616.00	£30.00	5.12%	VAT applicable	The Building (Local Authority Charges) Regulations 2010	Statutory discretionary	
Re	BC 27 Building Control	Building Control	Window and door replacement(s)	Fixed Fee	£293.00	£308.00	£15.00	5.12%	VAT applicable	The Building (Local Authority Charges) Regulations 2010	Statutory discretionary	
Re	BC 28 Building Control	Building Control	Re-roofing/renovation of thermal element(s)	Fixed Fee	£293.00	£308.00	£15.00	5.12%	VAT applicable	The Building (Local Authority Charges) Regulations 2010	Statutory discretionary	
Re	BC 29 Building Control	Building Control	Load bearing wall removal(s)	Fixed Fee	£293.00	£308.00	£15.00	5.12%	VAT applicable	The Building (Local Authority Charges) Regulations 2010	Statutory discretionary	
Re	BC 30 Building Control	Building Control	Chimney breast removal(s)	Fixed Fee	£293.00	£308.00	£15.00	5.12%	VAT applicable	The Building (Local Authority Charges) Regulations 2010	Statutory discretionary	
Re	BC 31 Building Control	Building Control	Installation of WC/bathroom/en suite	Fixed Fee	£293.00	£308.00	£15.00	5.12%	VAT applicable	The Building (Local Authority Charges) Regulations 2010	Statutory discretionary	
Re	BC 32 Building Control	Building Control	Drainage connection to foul system (porch / conservatory / outbuilding)	Fixed Fee	£293.00	£308.00	£15.00	5.12%	VAT applicable	The Building (Local Authority Charges) Regulations 2010	Statutory discretionary	
Re	BC 33 Building Control	Building Control	Electrical work (non-competent person/up to a 3 bed house)	Fixed Fee	£293.00	£308.00	£15.00	5.12%	VAT applicable	The Building (Local Authority Charges) Regulations 2010	Statutory discretionary	

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Comments	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Additional detail for new charges / above inflation
Re	BC 34 Building Control	Building Control	Alterations (total cost of works £1-£5,000)	Fixed Fee	£293.00	£308.00	£15.00	5.12%	VAT applicable	The Building (Local Authority Charges) Regulations 2010	Statutory discretionary	
Re	BC 35 Building Control	Building Control	Alterations (total cost of works £5,001-£10,000)	Fixed Fee	£366.25	£385.00	£18.75	5.12%	VAT applicable	The Building (Local Authority Charges) Regulations 2010	Statutory discretionary	
Re	BC 36 Building Control	Building Control	Alterations (total cost of works £10,001-£15,000)	Fixed Fee	£476.13	£500.50	£24.38	5.12%	VAT applicable	The Building (Local Authority Charges) Regulations 2010	Statutory discretionary	
Re	BC 37 Building Control	Building Control	Alterations (total cost of works £15,001-£20,000)	Fixed Fee	£549.38	£577.50	£28.13	5.12%	VAT applicable	The Building (Local Authority Charges) Regulations 2010	Statutory discretionary	
Table C(1)												
Building Notice and Full Plans												
Re	BC 38 Building Control	Building Control	Single storey office (total floor area less than 100m²)	Fixed Fee	£2,234.13	£2,348.50	£114.38	5.12%	VAT applicable	The Building (Local Authority Charges) Regulations 2010	Statutory discretionary	
Re	BC 39 Building Control	Building Control	Single storey shop/commercial unit (total floor area less than 100m²)	Fixed Fee	£1,977.75	£2,079.00	£101.25	5.12%	VAT applicable	The Building (Local Authority Charges) Regulations 2010	Statutory discretionary	
Re	BC 40 Building Control	Building Control	Single storey assembly/recreation building (total floor area less than 100m²)	Fixed Fee	£2,490.50	£2,618.00	£127.50	5.12%	VAT applicable	The Building (Local Authority Charges) Regulations 2010	Statutory discretionary	
Re	BC 41 Building Control	Building Control	Single storey industrial unit (total floor area less than 100m²)	Fixed Fee	£1,794.63	£1,886.50	£91.88	5.12%	VAT applicable	The Building (Local Authority Charges) Regulations 2010	Statutory discretionary	
Table C(2)												
Building Notice and Full Plans												
Re	BC 42 Building Control	Building Control	Conversion into a hotel or boarding house (up to 5 rooms)	Fixed Fee	£2,051.00	£2,156.00	£105.00	5.12%	VAT applicable	The Building (Local Authority Charges) Regulations 2010	Statutory discretionary	
Re	BC 43 Building Control	Building Control	Conversion into a shop	Fixed Fee	£1,062.13	£1,116.50	£54.38	5.12%	VAT applicable	The Building (Local Authority Charges) Regulations 2010	Statutory discretionary	
Table D(1)												
Building Notice and Full Plans												
Re	BC 44 Building Control	Building Control	Office extension (total floor area less than 100m²)	Fixed Fee	£1,648.13	£1,732.50	£84.38	5.12%	VAT applicable	The Building (Local Authority Charges) Regulations 2010	Statutory discretionary	
Re	BC 45 Building Control	Building Control	Shop/commercial unit extension (total floor area less than 100m²)	Fixed Fee	£1,538.25	£1,617.00	£78.75	5.12%	VAT applicable	The Building (Local Authority Charges) Regulations 2010	Statutory discretionary	
Re	BC 46 Building Control	Building Control	Assembly/recreational building extension (total floor area less than 100m²)	Fixed Fee	£1,758.00	£1,848.00	£90.00	5.12%	VAT applicable	The Building (Local Authority Charges) Regulations 2010	Statutory discretionary	
Re	BC 47 Building Control	Building Control	Industrial unit extension* (total floor area less than 100m²)	Fixed Fee	£1,501.63	£1,578.50	£76.88	5.12%	VAT applicable	The Building (Local Authority Charges) Regulations 2010	Statutory discretionary	
Table D(2)												
Building Notice and Full Plans												
Re	BC 48 Building Control	Building Control	Shop/commercial unit fit-out (shell only)	Fixed Fee	£695.88	£731.50	£35.63	5.12%	VAT applicable	The Building (Local Authority Charges) Regulations 2010	Statutory discretionary	
Re	BC 49 Building Control	Building Control	Shop/commercial unit fit-out (shell and core)	Fixed Fee	£915.63	£962.50	£46.88	5.12%	VAT applicable	The Building (Local Authority Charges) Regulations 2010	Statutory discretionary	
Re	BC 50 Building Control	Building Control	Replacement shop front	Fixed Fee	£586.00	£616.00	£30.00	5.12%	VAT applicable	The Building (Local Authority Charges) Regulations 2010	Statutory discretionary	
Re	BC 51 Building Control	Building Control	Installation of a shopping centre kiosk (total floor area under 9m²)	Fixed Fee	£769.13	£808.50	£39.38	5.12%	VAT applicable	The Building (Local Authority Charges) Regulations 2010	Statutory discretionary	
Re	BC 52 Building Control	Building Control	Installation of a mezzanine floor (total floor area less than 500m²)	Fixed Fee	£1,172.00	£1,232.00	£60.00	5.12%	VAT applicable	The Building (Local Authority Charges) Regulations 2010	Statutory discretionary	
Re	BC 53 Building Control	Building Control	Window and door replacement(s)	Fixed Fee	£476.13	£500.50	£24.38	5.12%	VAT applicable	The Building (Local Authority Charges) Regulations 2010	Statutory discretionary	
Re	BC 54 Building Control	Building Control	Re-roofing/renovation of thermal element(s)	Fixed Fee	£549.38	£577.50	£28.13	5.12%	VAT applicable	The Building (Local Authority Charges) Regulations 2010	Statutory discretionary	
Regularisation Charge												
Re	BC 55 Building Control	Building Control	Retrospective application charge	Per chargeable hour plus 50% risk factor	50%	50%	£0.00	0.00%	VAT not applicable	The Building (Local Authority Charges) Regulations 2010	Statutory discretionary	
Table E(1)												
Demolition and Dangerous Structures												
Re	BC 56 Building Control	Building Control	Demolition of a single building (total floor area less than 100m²)	Fixed Fee	£293.00	£308.00	£15.00	5.12%	VAT not applicable	Section 10 of the London Local Authorities Act 2004 and Building Act 1984 sections 107, 108 and 110 (S109 has been repealed);	Statutory discretionary	
Re	BC 57 Building Control	Building Control	Demolition of building(s) (total floor area(s) less than 1000m²)	Fixed Fee	£586.00	£616.00	£30.00	5.12%	VAT not applicable	Section 10 of the London Local Authorities Act 2004 and Building Act 1984 sections 107, 108 and 110 (S109 has been repealed);	Statutory discretionary	
Re	BC 58 Building Control	Building Control	Surveying a dangerous structure during normal working hours	Fixed Fee	£128.19	£134.75	£6.56	5.12%	VAT not applicable	S66 The London Building Acts (Amendment) Act 1939: All expenses incurred by [the local authority] in respect of any dangerous structure shall be paid by the owner of the structure but without prejudice to his right to recover the amount of the said expenses from any person liable to pay the expenses of the repair of the structure.	Statutory discretionary	
Re	BC 59 Building Control	Building Control	Surveying a dangerous structure out of working hours	Fixed Fee	£183.13	£192.50	£9.38	5.12%	VAT not applicable	S66 The London Building Acts (Amendment) Act 1939 - As above	Statutory discretionary	
Re	BC 60 Building Control	Building Control	Making safe or removing an immediate danger	Cost recovery	Cost recovery	Cost recovery	£0.00	0.00%	VAT not applicable	S66 The London Building Acts (Amendment) Act 1939 - As above	Statutory discretionary	
Table E(2)												

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Comments	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Additional detail for new charges / above inflation
Business Support												
Re	BC 61 Building Control	Building Control	Reproduction of archived documentation	Per chargeable hour	£73.25	£77.00	£3.75	5.12%	VAT applicable	s93 of the Local Government Act 2003	Discretionary	
Re	BC 62 Building Control	Building Control	Reproduction of archived documentation (photocopying, postage etc.)	A4	£1.00	£1.10	£0.10	10.10%	Shared table with Planning	s93 of the Local Government Act 2003	Discretionary	
Re	BC 63 Building Control	Building Control	Reproduction of archived documentation (photocopying, postage etc.)	A3	£1.50	£1.65	£0.15	10.10%	Shared table with Planning	s93 of the Local Government Act 2003	Discretionary	
Re	BC 64 Building Control	Building Control	Reproduction of archived documentation (photocopying, postage etc.)	A2	£19.32	£21.27	£1.95	10.10%	Shared table with Planning	s93 of the Local Government Act 2003	Discretionary	
Re	BC 65 Building Control	Building Control	Reproduction of archived documentation (photocopying, postage etc.)	A0 - A1	£24.50	£26.97	£2.47	10.10%	Shared table with Planning	s93 of the Local Government Act 2003	Discretionary	
Re	BC 66 Building Control	Building Control	Postage A5 letter	Each	£2.32	£2.55	£0.23	10.10%	Shared table with Planning	s93 of the Local Government Act 2003	Discretionary	
Re	BC 67 Building Control	Building Control	Postage A4 package	Each	£7.05	£7.76	£0.71	10.10%	Shared table with Planning	s93 of the Local Government Act 2003	Discretionary	
Re	BC 68 Building Control	Building Control	Postage A4 letter	Each	£4.73	£5.21	£0.48	10.10%	Shared table with Planning	s93 of the Local Government Act 2003	Discretionary	
Re	BC 69 Building Control	Building Control	Cancellation of application (after validation)	Fixed Fee	£73.25	£77.00	£3.75	5.12%	VAT applicable	Building Regulations 2010/2214 ("Principal Regulations"), Schedule 1 of Building Control Act 1984; and The Building (Local Authority Charges) Regulations 2010/404.	Statutory discretionary	
Re	BC 70 Building Control	Building Control	Cancellation of application (after plan assessment)	Fixed Fee	£439.50	£462.00	£22.50	5.12%	VAT applicable	s93 of the Local Government Act 2003	Discretionary	
Re	BC 71 Building Control	Building Control	Reactivation of application (per application)	Fixed Fee	£109.88	£115.50	£5.63	5.12%	VAT applicable	s93 of the Local Government Act 2003	Discretionary	
Re	BC 72 Building Control	Building Control	Administration (per hour)	Per chargeable hour	£73.25	£77.00	£3.75	5.12%	VAT applicable	s93 of the Local Government Act 2003	Discretionary	
Table F(1)												
Premium Services												
Re	BC 76 Building Control	Building Control	Pre-application advice over 1 hour	Per chargeable hour	£109.88	£115.50	£5.63	5.12%	VAT applicable	The Building (Local Authority Charges) Regulations 2010	Discretionary	

Terminology key

Statutory prescribed – legislation provides that the local authority charge for providing a service and either (a) the charge is prescribed (i.e. set e.g. £100) or (b) the range is prescribed.

Statutory discretionary (or statutory costs recovery) - legislation provides that you may charge for providing a service but the amount of the charge is discretionary, within the remit of the legislation – the charge may be limited to cost recovery, reasonable cost or based on consideration of prescribed matters e.g. consideration of rental value of land for allotments.

Discretionary – here the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011

Department: **Electoral Services**
 Area: **Electoral Registration**

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Comments/ Regulation Description
Electoral Services	Electoral Registration	Electoral Services	Marked Register - data format	Per Open Register	20.00	20.00	0.00	0%	s110 Representation of the People (England and Wales) Regulations 2001 (SI 2001/341)	Statutory	https://www.electoralcommission.org.uk/running-electoral-registration-england/access-and-supply-electoral-register/access-and-supply-edited-register
			plus £1.50 for 1,000 entries (or remaining part of 1,000 entries)		1.50	1.50	0.00	0%			
Electoral Services	Electoral Registration	Electoral Services	Marked Register - data format	Per Open Register	20.00	20.00	0.00	0%	s110 Representation of the People (England and Wales) Regulations 2001 (SI 2001/341)	Statutory	
			plus £1.50 for 1,000 entries (or remaining part of 1,000 entries)		5.00	5.00	0.00	0%			

Terminology key

Statutory prescribed – legislation provides that the local authority charge for providing a service and either (a) the charge is prescribed (i.e. set eg. £100) or (b) the range is prescribed.

<https://www.electoralcommission.org.uk/running-electoral-registration-england/access-and-supply-electoral-register/access-and-supply-edited-register>

Discretionary – here the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011

Fees and Charges 2023/24

Department:	Adults and Health
Area:	Adult Social Care

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Comments	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Additional detail for new charges / above inflation
Adult Social Care	Residential and Nursing Care (1) *	Social Care	Standard Charge persons aged 60+	Weekly	156.95	156.95	0	0	The core fees and charges for Adult Social Care Services are reviewed at the same time as changes to Department of Work and Pension benefits / allowances, which are normally published around January / February each year.	s 14 The Care Act 2014	Statutory Prescribed	
Adult Social Care	Residential and Nursing Care (1) *	Social Care	Standard Charge persons aged 25-59	Weekly	87.55	87.55	0	0	The core fees and charges for Adult Social Care Services are reviewed at the same time as changes to Department of Work and Pension benefits / allowances, which are normally published around January / February each year.	s 14 The Care Act 2014	Statutory Prescribed	
Adult Social Care	Residential and Nursing Care (1) *	Social Care	Standard Charge persons aged 18-25	Weekly	71.60	71.60	0	0	The core fees and charges for Adult Social Care Services are reviewed at the same time as changes to Department of Work and Pension benefits / allowances, which are normally published around January / February each year.	s 14 The Care Act 2014	Statutory Prescribed	
Adult Social Care	Respite Care (All client groups) (2)	Social Care	Residential Respite (per week)	Weekly	116.20	116.20	0	0	The core fees and charges for Adult Social Care Services are reviewed at the same time as changes to Department of Work and Pension benefits / allowances, which are normally published around January / February each year.	s 14 The Care Act 2014	Statutory Prescribed	
Adult Social Care	Fairer Contributions charge rate	Community Services	The rate charged for Community Services	Hourly	18.76	19.25	£0.49	2.61%	Increase in the maximum charge rate for homecare services to reflect the higher hourly rate the Council pays for delivery of homecare each year in line with contractual obligations	s 14 The Care Act 2014	Predominantly Statutory prescribed but guidance also included where there is discretion (e.g. reasonable expenses)	From April 2023, the only proposed increase to adult social care charges is an increase of 2.61% to the Fairer Contributions Charge Rate for homecare. This is to reflect the increase in average hourly rate the council pays for homecare, to £19.25.
Adult Social Care	Charges for arranging care for people above the capital/savings threshold	All Placement Areas	One-off arrangement fee for new care packages / placements	One-off charge	£300.00	£300.00	£0.00	0.00%	Charges for arranging care for people above the capital/savings threshold	s 14 The Care Act 2014	Statutory prescribed, based on recovering costs	This was agreed in Feb 2020 - https://barnet.moderngov.co.uk/documents/s58014/Fees%20and%20Charges%20-%20Fairer%20Contribution%20Policy.pdf Committee paper sets out stat guidance, calc based on full cost recovery and benchmarking with neighbors on cost. Our internal costs will not have changed in this period but more importantly it is not yet clear whether we will be able to charge for this under the new system. Clarification on this has been requested.
Adult Social Care	Charges for Universal Deferred Payments	Social Care	Standard hourly administrative and processing charge		£18.82	£18.82	£0.00	0.00%	The interest rate for deferred payments was set at 1% from 1 April 2016. It is proposed that the interest rate charges will be reviewed every three months by Adults and Communities. The power to vary and change interest rates for deferred payments will be delegated to the Council's section 151 officer.	s35 The Care Act 2014 and the Care and Support (Deferred Payment) Regulations 2014	Statutory prescribed and Statutory discretionary – based on our costs for statutory costs recovery	
Adult Social Care	Charges for Universal Deferred Payments	Social Care	Standard legal hourly charge		£52.29	£52.29	£0.00	0.00%		s35 The Care Act 2014 and the Care and Support (Deferred Payment) Regulations 2014	Statutory prescribed and Statutory discretionary – based on our costs for statutory costs recovery	
Adult Social Care	Charges for Universal Deferred Payments	Social Care	Non- standard legal hourly charge e.g. debt recovery		£71.59	£71.59	£0.00	0.00%		s35 The Care Act 2014 and the Care and Support (Deferred Payment) Regulations 2014	Statutory prescribed and Statutory discretionary – based on our costs for statutory costs recovery	
Adult Social Care	Charges for Universal Deferred Payments	Social Care	Land Registry Fees		£26.00	£26.00	£0.00	0.00%		s35 The Care Act 2014 and the Care and Support (Deferred Payment) Regulations 2014	Statutory prescribed and Statutory discretionary – based on our costs for statutory costs recovery	
Adult Social Care	Charges for Universal Deferred Payments	Social Care	Property Valuation Fees		£250.00	£250.00	£0.00	0.00%		s35 The Care Act 2014 and the Care and Support (Deferred Payment) Regulations 2014	Statutory prescribed and Statutory discretionary – based on our costs for statutory costs recovery	

Terminology key

Statutory prescribed – legislation provides that the local authority charge for providing a service and either (a) the charge is prescribed (i.e. set eg. £100) or (b) the range is prescribed.

Statutory discretionary (or statutory costs recovery) - legislation provides that you may charge for providing a service but the amount of the charge is discretionary, within the remit of the legislation – the charge may be limited to cost recovery, reasonable cost or based on consideration of prescribed matters eg. consideration of rental value of land for allotments.

Discretionary – here the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011

			No proposed charging structure at Finchley Lido Leisure Centre as the car park is externally managed by a third party operator.
Finchley Lido Leisure Centre	FREE	FREE	
Hendon Leisure Centre	£0.50	£1.00	
New Barnet Leisure Centre	£0.50	£1.00	

Terminology key

Statutory prescribed – legislation provides that the local authority charge for providing a service and either (a) the charge is prescribed (i.e. set eg. £100) or (b) the range is prescribed.

Statutory discretionary (or statutory costs recovery) - legislation provides that you may charge for providing a service but the amount of the charge is discretionary, within the remit of the legislation – the charge may be limited to cost recovery, reasonable cost or based on consideration of prescribed matters eg. consideration of rental value of land for allotments.

Discretionary – here the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011

Fees and Charges 2023/24

Department: **Growth and Corporate Services**
 Area: **Births, Deaths and Marriages**

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Additional detail for new charges/ above inflation
Birth Deaths and Marriages	Certificates from archived registers		Standard Birth, Death, Marriage and civil partnership certificate	Per certificate	£11.00	£11.00	£0.00	0%	Birth & Death Registration Act 1953; and Marriage Act 1949	Prescribed - Statute	General Register Office - statutory figures introduced
Birth Deaths and Marriages			Short Birth Certificate	Per certificate	£11.00	£11.00	£0.00	0%	S.31(2), S.32 and S31(1) B&D Registration Act 1953;	Prescribed - Statute	
Birth Deaths and Marriages			Priority service certificate - same day	Per certificate	£24.00	£24.00	£0.00	0%	S.31(2), S.32 and S31(1) B&D Registration Act 1953;	Prescribed - Statute	
Birth Deaths and Marriages			Standard Birth Death Marriage or Civil Partnership certificates (at registration)	Per certificate	£11.00	£11.00	£0.00	0%	S.31(2), S.32 and S31(1) B&D Registration Act 1953;	Prescribed - Statute	
Birth Deaths and Marriages			Standard Birth Death Marriage or Civil Partnership certificates (after registration)	Per certificate	£11.00	£11.00	£0.00	0%	Marriage Act 1949	Prescribed - Statute	
Birth Deaths and Marriages	Foreign Divorce Clearance		LRS clearance	Per Divorce	£50.00	£50.00	£0.00	0%	S111(1), Local Government Act 1972	Prescribed - Statute	
Birth Deaths and Marriages			GRO Clearance	Per Divorce	£75.00	£75.00	£0.00	0%	S1(3), RSA 1953	Prescribed - Statute	
Birth Deaths and Marriages	Corrections to an entry		LRS correction	Per correction	£75.00	£75.00	£0.00	0%	B&D Regn Act and Reg 55 to 58 Registration of Births and Deaths Regulations 1987; and S.61, Mge Act 1949 and Reg 19 & 20 Registration	Prescribed - Statute	
Birth Deaths and Marriages			GRO Correction	Per correction	£90.00	£90.00	£0.00	0%		Prescribed - Statute	
Birth Deaths and Marriages			Space 17	Per change	£40.00	£40.00	£0.00	0%		Prescribed - Statute	
Birth Deaths and Marriages	Civil Partnership Conversion		Conversion of civil partnership in accordance with the standard procedure	Per Conversion	£45.00	£45.00	£0.00	0%	Reg 6 The Marriage of Same Sex Couples (Conversion of Civil Partnership) Regulations 2014	Prescribed - Statute	
Birth Deaths and Marriages	Notice of marriage and civil partnership		British, Irish or Relevant National	Per notice	£35.00	£35.00	£0.00	0%	Marriage Act 1949	Prescribed - Statute	
Birth Deaths and Marriages			Foreign National with Home Office referral	Per notice	£47.00	£47.00	£0.00	0%	Marriage Act 1949	Prescribed - Statute	
Marriages			of date or time	Ceremony	£21.00	£23.00	£2.00	9.5%		Discretionary	nearest whole number (brought in line with
Birth Deaths and Marriages		Heritage Room	Mondays to Thursday	Per Ceremony	£180.00	£200.00	£20.00	11.1%	S.51(1A)(b), Mge Act 1949; Reg 12(6), The Marriages and Civil Partnerships (Approved Premises) Regulations 2005	Discretionary	Inflation at 10.1%. These have been rounded to the nearest whole number (brought in line with neighbouring boroughs in 2022/23)
Birth Deaths and Marriages			Friday	Per Ceremony	£200.00	£220.00	£20.00	10.0%	S.51(1A)(b), Mge Act 1949; Reg 12(6), The Marriages and Civil Partnerships (Approved Premises) Regulations 2005	Discretionary	Inflation at 10.1%. These have been rounded to the nearest whole number (brought in line with neighbouring boroughs in 2022/23)
Birth Deaths and Marriages			Saturday	Per Ceremony	£300.00	£330.00	£30.00	10.0%	S.51(1A)(b), Mge Act 1949; Reg 12(6), The Marriages and Civil Partnerships (Approved Premises) Regulations 2005	Discretionary	Inflation at 10.1%. These have been rounded to the nearest whole number (brought in line with neighbouring boroughs in 2022/23)

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Additional detail for new charges/ above inflation	
Birth Deaths and Marriages	Ceremonies at Hendon Town Hall		Sundays	Per Ceremony	£385.00	£425.00	£40.00	10.4%	S.51(1A)(b), Mge Act 1949; Reg 12(6), The Marriages and Civil Partnerships (Approved Premises) Regulations 2005	Discretionary	Inflation at 10.1%. These have been rounded to the nearest whole number (brought in line with neighbouring boroughs in 2022/23)	
Birth Deaths and Marriages			Public Holidays	Per Ceremony	£680.00	£750.00	£70.00	10.3%	S.51(1A)(b), Mge Act 1949; Reg 12(6), The Marriages and Civil Partnerships (Approved Premises) Regulations 2005	Discretionary	Inflation at 10.1%. These have been rounded to the nearest whole number (brought in line with neighbouring boroughs in 2022/23)	
Marriages		Committee Room 402	Mondays to Friday	Ceremony	£240.00	£265.00	£25.00	10.4%	1949; Reg 12(6), The	Discretionary	nearest whole number (brought in line with	
Birth Deaths and Marriages				Saturday	Per Ceremony	£350.00	£385.00	£35.00	10.0%	S.51(1A)(b), Mge Act 1949; Reg 12(6), The Marriages and Civil Partnerships (Approved Premises) Regulations 2005	Discretionary	Inflation at 10.1%. These have been rounded to the nearest whole number (brought in line with neighbouring boroughs in 2022/23)
Birth Deaths and Marriages				Sundays	Per Ceremony	£450.00	£495.00	£45.00	10.0%	S.51(1A)(b), Mge Act 1949; Reg 12(6), The Marriages and Civil Partnerships (Approved Premises) Regulations 2005	Discretionary	Inflation at 10.1%. These have been rounded to the nearest whole number (brought in line with neighbouring boroughs in 2022/23)
Birth Deaths and Marriages				Public Holidays	Per Ceremony	£680.00	£750.00	£70.00	10.3%	S.51(1A)(b), Mge Act 1949; Reg 12(6), The Marriages and Civil Partnerships (Approved Premises) Regulations 2005	Discretionary	Inflation at 10.1%. These have been rounded to the nearest whole number (brought in line with neighbouring boroughs in 2022/23)
Birth Deaths and Marriages	Associated ceremony fees		Non-refundable booking fee	Per Ceremony	£70.00	£80.00	£10.00	14.3%	Marriage and Civil Partnership (Approved Premises) Regulations 2005	Discretionary	Inflation at 10.1%. These have been rounded to the nearest whole number (brought in line with neighbouring boroughs in 2022/23)	
Birth Deaths and Marriages			Administration fee for change of date or time	Per Ceremony	£20.75	£23.00	£2.25	10.8%	S.51(1A)(b), Mge Act 1949; Reg 12(6), The Marriages and Civil Partnerships (Approved Premises) Regulations 2005	Discretionary	Inflation at 10.1%. These have been rounded to the nearest whole number (brought in line with neighbouring boroughs in 2022/23)	
Birth Deaths and Marriages			Wedding in a registered building (e.g. church)	Per Ceremony	£88.00	£88.00	£0.00	0.0%	S.44(2)(a), Mge Act 1949	Prescribed - Statute	Inflation at 10.1%. These have been rounded to the nearest whole number (brought in line with neighbouring boroughs in 2022/23)	
Birth Deaths and Marriages			Administration fee for late running ceremony	Per Ceremony	£21.00	£23.00	£2.00	9.5%		Discretionary	Inflation at 10.1%. These have been rounded to the nearest whole number (brought in line with neighbouring boroughs in 2022/23)	
Birth Deaths and Marriages			External approved Premise Monday - Friday	Per Ceremony	£400.00	£440.00	£40.00	10.0%	S.51(1A)(b), Mge Act 1949; Reg 12(6), The Marriages and Civil Partnerships (Approved Premises) Regulations 2005	Discretionary	Inflation at 10.1%. These have been rounded to the nearest whole number (brought in line with neighbouring boroughs in 2022/23)	
Birth Deaths and Marriages			External approved Premise Saturday	Per Ceremony	£440.00	£484.00	£44.00	10.0%	S.51(1A)(b), Mge Act 1949; Reg 12(6), The Marriages and Civil Partnerships (Approved Premises) Regulations 2005	Discretionary	Inflation at 10.1%. These have been rounded to the nearest whole number (brought in line with neighbouring boroughs in 2022/23)	

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2022/23	Charges 2023/24	Change from prior year (actual)	Change from prior year (%)	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Additional detail for new charges/ above inflation
Birth Deaths and Marriages	Ceremonies at External venues		External approved Premise Sunday	Per Ceremony	£550.00	£605.00	£55.00	10.0%	S.51(1A)(b), Mge Act 1949; Reg 12(6), The Marriages and Civil Partnerships (Approved Premises) Regulations 2005	Discretionary	Inflation at 10.1%. These have been rounded to the nearest whole number (brought in line with neighbouring boroughs in 2022/23)
Birth Deaths and Marriages			External approved premises Bank Holiday	Per Ceremony	£680.00	£748.00	£68.00	10.0%	S.51(1A)(b), Mge Act 1949; Reg 12(6), The Marriages and Civil Partnerships (Approved Premises) Regulations 2005	Discretionary	Inflation at 10.1%. These have been rounded to the nearest whole number (brought in line with neighbouring boroughs in 2022/23)
Birth Deaths and Marriages			Late arrival fee at an approved premise in Barnet	Per Ceremony	£55.00	£60.50	£5.50	10.0%		Discretionary	Inflation at 10.1%. These have been rounded to the nearest whole number (brought in line with neighbouring boroughs in 2022/23)
Birth Deaths and Marriages	Private Citizenship Ceremonies		Weekdays	Per Ceremony	£135.00	£148.50	£13.50	10.0%	schedule 1, Paragraph 9 of The Nationality, Immigration and Asylum Act 2002	Discretionary	Inflation at 10.1%. These have been rounded to the nearest whole number (brought in line with neighbouring boroughs in 2022/23)
Birth Deaths and Marriages	Private Citizenship Ceremonies		Weekends	Per Ceremony	£155.00	£170.50	£15.50	10.0%	schedule 1, Paragraph 9 of The Nationality, Immigration and Asylum Act 2002	Discretionary	Inflation at 10.1%. These have been rounded to the nearest whole number (brought in line with neighbouring boroughs in 2022/23)

Terminology key

Statutory prescribed – legislation provides that the local authority charge for providing a service and either (a) the charge is prescribed (i.e. set eg. £100) or (b) the range is prescribed.

Statutory discretionary (or statutory costs recovery) - legislation provides that you may charge for providing a service but the amount of the charge is discretionary, within the remit of the legislation – the charge may be limited to cost recovery, reasonable cost or based on consideration of prescribed matters eg. consideration of rental value of land for allotments.

Discretionary – here the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011

Fees and Charges 2023/24

Department: Children's & Family Services
 Area: Libraries

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2020/21	Charges 2021/22	Charges 2022/23	Proposed Charges 2023/24	Change from prior year, £	Change from prior year, %	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Comments	Additional detail for new charges / above inflation
Library charges	Printing/ photocopying		Black & white A4	Per sheet	£0.20	£0.20	£0.20	£0.20	£0.00	0.00%	Public Libraries and Museums Act, 1964	Discretionary	No change proposed.	
Library charges	Printing/ photocopying		Colour A4	Per sheet	£0.80	£0.80	£0.80	£0.80	£0.00	0.00%	Public Libraries and Museums Act, 1964	Discretionary	No change proposed.	
Library charges	Printing/ photocopying		Black & white A 3	Per sheet	£0.30	£0.30	£0.30	£0.30	£0.00	0.00%	Public Libraries and Museums Act, 1964	Discretionary	No change proposed.	
Library charges	Printing/ photocopying		Colour A3	Per sheet	£1.20	£1.20	£1.20	£1.20	£0.00	0.00%	Public Libraries and Museums Act, 1964	Discretionary	No change proposed.	
Library charges	Advertising space		This charge will be levied for advertising space in library activity booklets/ publicity	A5 page per 3 months	£300.00	£300.00	£300.00	£330.00	£30.00	10.00%	Public Libraries and Museums Act, 1964	Discretionary	Linked to indexation, rounded to 10% for ease of implementation and to remain competitive.	
Library charges	Lost Library card		This charge is levied where a replacement library card is issued	Per card (adults)	£2.00	£2.00	£2.00	£2.00	£0.00	0.00%	Public Libraries and Museums Act, 1964	Discretionary	No change proposed.	
Library charges	Lost Library card		This charge is levied where a replacement library card is issued	Per card (child/ concessions)	£1.00	£1.00	£1.00	£1.00	£0.00	0.00%	Public Libraries and Museums Act, 1964	Discretionary	No change proposed.	
Library charges	DVD hire		This charge is levied for the loan of DVDs	Per DVD, per week	£1.60	£1.00	£1.00	£1.00	£0.00	0.00%	Public Libraries and Museums Act, 1964	Discretionary	No change proposed.	
Library charges	Market place adverts		This charge is levied for advertising on library noticeboards/ windows	A6 advert per week	£1.00	£1.00	£1.00	£1.10	£0.10	10.00%	Public Libraries and Museums Act, 1964	Discretionary	Linked to indexation, rounded to 10% for ease of implementation and to remain competitive.	
Library charges	Market place adverts		This charge is levied for advertising on library noticeboards/ windows	A5 advert per week	£1.50	£1.50	£1.50	£1.65	£0.15	10.00%	Public Libraries and Museums Act, 1964	Discretionary	Linked to indexation, rounded to 10% for ease of implementation and to remain competitive.	
Library charges	Market place adverts		This charge is levied for advertising on library noticeboards/ windows	A4 advert per week	£2.50	£2.50	£2.50	£2.75	£0.25	10.00%	Public Libraries and Museums Act, 1964	Discretionary	Linked to indexation, rounded to 10% for ease of implementation and to remain competitive.	
Library charges	Library Service fees and charges (not amended in libraries Review)		This charge is levied for the use of display cabinets and windows in libraries	Per cabinet/ window per week external	£25.00	£25.00	£25.00	£27.50	£2.50	10.00%	Public Libraries and Museums Act, 1964	Discretionary	Linked to indexation, rounded to 10% for ease of implementation and to remain competitive.	
Library charges	Library Service fees and charges (not amended in libraries Review)		This charge is levied for the use of display cabinets and windows in libraries	Per cabinet/ window per week internal	£20.00	£20.00	£20.00	£22.00	£2.00	10.00%	Public Libraries and Museums Act, 1964	Discretionary	Linked to indexation, rounded to 10% for ease of implementation and to remain competitive.	
Library charges	Adult Book Fines		This charge is levied for the late return of adult book items. Items can now be renewed 24/7 online or by phone	Per Day, Per item	£0.25	£0.25	£0.25	£0.25	£0.00	0.00%	Public Libraries and Museums Act, 1964	Discretionary	No change proposed.	
Library charges	Child Book Fines		This charge would be levied for the late return of child and teen book items. Items can now be renewed 24/7 online or by phone	Per day, Per item	£0.05	£0.05	£0.05	£0.05	£0.00	0.00%	Public Libraries and Museums Act, 1964	Discretionary	No change proposed.	
Library charges	Reservation, No Notification/ email (specially purchased stock)		This charge is levied where an item is purchased in response to a reservation	Per item	£1.00	£1.00	£1.00	£1.00	£0.00	0.00%	Public Libraries and Museums Act, 1964	Discretionary	No change proposed.	
Library charges	Reservation, Postal Notification (specially purchased stock)		This charge is levied where an item is purchased in response to a reservation	Per item	£1.00	£1.00	£1.00	£1.00	£0.00	0.00%	Public Libraries and Museums Act, 1964	Discretionary	No change proposed.	
Library charges	Reservation, No Notification/ email notification (Barnet stock)		Customers are notified by email that a reserved item is ready for collection. This applies to stock already held in Barnet Libraries	Per item	£0.00	£0.00	£0.00	£0.00	£0.00	0.00%	Public Libraries and Museums Act, 1964	Discretionary	No fee associated with this item.	
Library charges	Reservation, Postal Notification (Barnet stock)		Customers are notified by post that a reserved item is ready for collection. This applies to stock already held in Barnet Libraries	Per item		2nd class postage only	2nd class postage only	2nd class postage only		0.00%	Public Libraries and Museums Act, 1964	Discretionary	Fee not determined by Libraries.	
Library charges	Late return fees for items borrowed from the British library		This charge is levied where items borrowed from the British Library are returned late	Per item	£4.55	£4.55	£4.55	£5.45	£0.90	19.78%	Public Libraries and Museums Act, 1964	Discretionary	Some fees have been raised over 10% where current charges are under the average market rate or where the charge is a fee set by the British Library. In these cases we are proposing to match the British Library fee and remove any subsidy.	
Library charges	Reservations from the British Library		This charge is levied where items are borrowed from the British Library	Per item	£4.6	£4.6	£4.6	£15.00	Up to £9 more	-	Public Libraries and Museums Act, 1964	Discretionary	Some fees have been raised over 10% where current charges are under the average market rate or where the charge is a fee set by the British Library. In these cases we are proposing to match the British Library fee and remove any subsidy.	
Library charges	Renew a British Library loan		This charge is levied where items borrowed from the British Library are renewed	Per item			£4.30	£5.70	£5.70	New	Public Libraries and Museums Act, 1964	Discretionary	Some fees have been raised over 10% where current charges are under the average market rate or where the charge is a fee set by the British Library. In these cases we are proposing to match the British Library fee and remove any subsidy.	New charge
Library charges	Reservations from Interlibrary loan (not British Library)		This charge is levied when reservations are obtained from other library authority or institution	Per item			£4.00	£6.00	£2.00	50.00%	Public Libraries and Museums Act, 1964	Discretionary	Some fees have been raised over 10% where current charges are under the average market rate or where the charge is a fee set by the British Library. In these cases we are proposing to match the British Library fee and remove any subsidy.	
Library charges	One off events		This includes a range of author and cultural events. A mix of charges would be applied dependent upon the cost of hosting the specific event and its intended audience. These are in addition to the core service of events which remains free.	Per session, per person	£0 up to £21	£0 up to £21	£0 up to £21	£0 up to £25	Up to £4 more	19.05%	Public Libraries and Museums Act, 1964	Discretionary	Current charges are under the average market rate.	
Library charges	Training courses for professionals and organisations (1/2 day - off the peg)		Current charges are considerably under the market rate and do not cover the costs of developing and delivering training.	Per delegate	£75.00	£75.00	£75.00	£82.50	£7.50	10.00%	Public Libraries and Museums Act, 1964	Discretionary	Linked to indexation, rounded to 10% for ease of implementation and to remain competitive.	
Library charges	Training courses for professionals and organisations (1/2 day - bespoke)		Current charges are considerably under the market rate and do not cover the costs of developing and delivering training.	Per organisation	£400.00	£400.00	£400.00	£440.00	£40.00	10.00%	Public Libraries and Museums Act, 1964	Discretionary	Linked to indexation, rounded to 10% for ease of implementation and to remain competitive.	
Library charges	Local History Training/ Talks for organisations (bespoke)		Current charges are considerably under the market rate and do not cover the costs of developing and delivering training.	Per session	£75.00	£75.00	£75.00	£82.50	£7.50	10.00%	Public Libraries and Museums Act, 1964	Discretionary	Linked to indexation, rounded to 10% for ease of implementation and to remain competitive.	
Library charges	Music Sets And Scores for choirs based in Barnet		Subscription fee	Per subscription Per annum	Loan charge of 25p per score per month (min 2 month loan)	Loan charge of 25p per score per month (min 2 month loan)	Loan charge of 25p per score per month (min 2 month loan)	Loan charge of 25p per score per month (min 2 month loan)	£0.00	0.00%	Public Libraries and Museums Act, 1964	Discretionary	No change proposed.	
Library charges	Music Sets And Scores for choirs based in Barnet		Overdue charge	Per score, Per week	25p per score, Per month/ part month	25p per score, Per month/ part month	25p per score, Per month/ part month	25p per score, Per month/ part month	£0.00	0.00%	Public Libraries and Museums Act, 1964	Discretionary	No change proposed.	
Library charges	Music Sets And Scores for all choirs		Courier delivery charge for direct delivery	Per box	£5.00	£5.00	£5.00	£5.00	£0.00	0.00%	Public Libraries and Museums Act, 1964	Discretionary	No change proposed.	
Library charges	Music Sets And Scores for all choirs		Cancellation fee for every score ordered but then not required	Per title	£10.00	£10.00	£10.00	£10.00	£0.00	0.00%	Public Libraries and Museums Act, 1964	Discretionary	No change proposed.	
Library charges	Music Sets And Scores for all choirs		Administration fee to replace lost items. This is payable by music groups and organisations.	Per set lost	£10.00 + cost of replacement	£10.00 + cost of replacement	£10.00 + cost of replacement	£10.00 + cost of replacement	£0.00	0.00%	Public Libraries and Museums Act, 1964	Discretionary	No change proposed.	

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2020/21	Charges 2021/22	Charges 2022/23	Proposed Charges 2023/24	Change from prior year, £	Change from prior year, %	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Comments	Additional detail for new charges / above inflation
Library charges	Music Sets And Scores for choirs based outside Barnet		Subscription fee	Per subscription Per annum	Loan charge of 35p per score per month (min 2 month loan)	Loan charge of 35p per score per month (min 2 month loan)	Loan charge of 35p per score per month (min 2 month loan)	Loan charge of 35p per score per month (min 2 month loan)	£0.00	0.00%	Public Libraries and Museums Act, 1964	Discretionary	No change proposed.	
Library charges	Music Sets And Scores for choirs based outside Barnet		Overdue charge	Per score, Per week	35p per score, Per month/ cart month	35p per score, Per month/ cart month	35p per score, Per month/ cart month	35p per score, Per month/ cart month	£0.00	0.00%	Public Libraries and Museums Act, 1964	Discretionary	No change proposed.	
Library charges	Music Sets And Scores		Charge made to other Boroughs for the loan of Barnet sets and scores	Per 20 items	£12.00	£12.00	£12.00	£12.00	£0.00	0.00%	Public Libraries and Museums Act, 1964	Discretionary	No change proposed.	
Library charges	soft play hire party booking package		Hire charge	Per booking of 3 hours	£180.00	£180.00	£180.00	£196.00	£18.00	10.00%	Public Libraries and Museums Act, 1964	Discretionary	Linked to indexation, rounded to 10% for ease of implementation and to remain competitive.	
Library charges	Play sets		Subscription fee to play sets service	Per subscription, per annum	£25.00	£25.00	£25.00	£27.50	£2.50	10.00%	Public Libraries and Museums Act, 1964	Discretionary	Linked to indexation, rounded to 10% for ease of implementation and to remain competitive.	
School Libraries Resources Service	Subscription		Annual fee to Barnet schools	Per year, per pupil	£7.55	£7.90	£8.30	£8.80	£0.50	6.00%	Public Libraries and Museums Act, 1964	Discretionary	SLRS fee increases have been set at 6%. School budgets are also under significant pressure and to raise subscription rates any higher would be to put buy back at risk.	
School Libraries Resources Service	Subscription		Fee for 1/2 year subscription	Per 1/2 year, per pupil	£4.90	£5.10	£5.10	£5.40	£0.30	5.88%	Public Libraries and Museums Act, 1964	Discretionary	SLRS fee increases have been set at 6%. School budgets are also under significant pressure and to raise subscription rates any higher would be to put buy back at risk.	
School Libraries Resources Service	Subscription		Fee for 1 term	Per term, per pupil	£3.50	£3.80	£3.80	£4.00	£0.20	5.26%	Public Libraries and Museums Act, 1964	Discretionary	SLRS fee increases have been set at 6%. School budgets are also under significant pressure and to raise subscription rates any higher would be to put buy back at risk.	
School Libraries Resources Service	Subscription		Fee for half term	Per 1/2 ter, per pupil	£1.80	£2.00	£2.00	£2.10	£0.10	5.00%	Public Libraries and Museums Act, 1964	Discretionary	SLRS fee increases have been set at 6%. School budgets are also under significant pressure and to raise subscription rates any higher would be to put buy back at risk.	
School Libraries Resources Service	Subscription		Annual fee for non Barnet schools	Per year, per pupil	£8.65	£9.00	£9.40	£9.90	£0.50	5.32%	Public Libraries and Museums Act, 1964	Discretionary	SLRS fee increases have been set at 6%. School budgets are also under significant pressure and to raise subscription rates any higher would be to put buy back at risk.	
School Libraries Resources Service	Subscription		Fee for 1/2 year subscription for non Barnet schools	Per 1/2 year, per pupil	£5.65	£5.60	£5.60	£5.90	£0.30	5.36%	Public Libraries and Museums Act, 1964	Discretionary	SLRS fee increases have been set at 6%. School budgets are also under significant pressure and to raise subscription rates any higher would be to put buy back at risk.	
School Libraries Resources Service	Subscription		Fee for 1 term for non Barnet schools	Per term, per pupil	£3.80	£3.95	£3.95	£4.20	£0.25	6.33%	Public Libraries and Museums Act, 1964	Discretionary	SLRS fee increases have been set at 6%. School budgets are also under significant pressure and to raise subscription rates any higher would be to put buy back at risk.	
School Libraries Resources Service	Subscription		Fee for half-term for non-Barnet schools	Per 1/2 term, per pupil	£1.95	£2.10	£2.10	£2.20	£0.10	4.76%	Public Libraries and Museums Act, 1964	Discretionary	SLRS fee increases have been set at 6%. School budgets are also under significant pressure and to raise subscription rates any higher would be to put buy back at risk.	
School Libraries Resources Service	Subscription		One-off fee 'try me' (Barnet schools)	Per pupil, per term	£3.50	£3.80	£3.80	£4.00	£0.20	5.26%	Public Libraries and Museums Act, 1964	Discretionary	SLRS fee increases have been set at 6%. School budgets are also under significant pressure and to raise subscription rates any higher would be to put buy back at risk.	
School Libraries Resources Service	Subscription		One-off fee 'try me' (non Barnet schools)	Per pupil, per term	£3.80	£3.95	£3.95	£4.20	£0.25	6.33%	Public Libraries and Museums Act, 1964	Discretionary	SLRS fee increases have been set at 6%. School budgets are also under significant pressure and to raise subscription rates any higher would be to put buy back at risk.	
School Libraries Resources Service	Topic box		Topic box (box containing circa 40 books on a specific topic area)	Per topic box, per 1/2 term	£85.00	£85.00	£85.00	£90.00	£5.00	5.88%	Public Libraries and Museums Act, 1964	Discretionary	SLRS fee increases have been set at 6%. School budgets are also under significant pressure and to raise subscription rates any higher would be to put buy back at risk.	
School Libraries Resources Service	artefact		Box of artefacts to be used in the classroom to support teaching and learning	Per box, per 1/2 term	£85.00	£85.00	£85.00	£90.00	£5.00	5.88%	Public Libraries and Museums Act, 1964	Discretionary	SLRS fee increases have been set at 6%. School budgets are also under significant pressure and to raise subscription rates any higher would be to put buy back at risk.	
School Libraries Resources Service	Secondary schools pay as you go registration fee		Fee to register for pay as you go topic boxes - one off admin charge	Per school	£220.00	£220.00	£220.00	£230.00	£10.00	4.55%	Public Libraries and Museums Act, 1964	Discretionary	SLRS fee increases have been set at 6%. School budgets are also under significant pressure and to raise subscription rates any higher would be to put buy back at risk.	
School Libraries Resources Service	Secondary schools pay as you go loans (20 books per loan)		Charge for as and when loan collections	Per collection of 20 books, per school	£40.00	£40.00	£40.00	£42.00	£2.00	5.00%	Public Libraries and Museums Act, 1964	Discretionary	SLRS fee increases have been set at 6%. School budgets are also under significant pressure and to raise subscription rates any higher would be to put buy back at risk.	
School Libraries Resources Service	Guided reading sets		Charge for the loan of guided reading sets	Per class, per year	£135.00	£135.00	£135.00	£143.00	£8.00	5.93%	Public Libraries and Museums Act, 1964	Discretionary	SLRS fee increases have been set at 6%. School budgets are also under significant pressure and to raise subscription rates any higher would be to put buy back at risk.	
School Libraries Resources Service	Long-term book loan		Charge for the long-term loan of books to support school libraries	300 books for 6 months	£425.00	£425.00	£425.00	£450.00	£25.00	5.88%	Public Libraries and Museums Act, 1964	Discretionary	SLRS fee increases have been set at 6%. School budgets are also under significant pressure and to raise subscription rates any higher would be to put buy back at risk.	
School Libraries Resources Service	Long-term book loan		Charge for the long-term loan of books to support school libraries	300 books for 12 months	£810.00	£810.00	£810.00	£850.00	£40.00	4.94%	Public Libraries and Museums Act, 1964	Discretionary	SLRS fee increases have been set at 6%. School budgets are also under significant pressure and to raise subscription rates any higher would be to put buy back at risk.	
School Libraries Resources Service	Professional consultancy		Specialist advice regarding libraries, reading and information skills (Barnet schools)	Per hour	£40.00	£40.00	£40.00	£42.00	£2.00	5.00%	Public Libraries and Museums Act, 1964	Discretionary	SLRS fee increases have been set at 6%. School budgets are also under significant pressure and to raise subscription rates any higher would be to put buy back at risk.	
School Libraries Resources Service	Professional consultancy		Specialist advice regarding libraries, reading and information skills (non-Barnet schools)	Per hour	£45.00	£45.00	£45.00	£47.00	£2.00	4.44%	Public Libraries and Museums Act, 1964	Discretionary	SLRS fee increases have been set at 6%. School budgets are also under significant pressure and to raise subscription rates any higher would be to put buy back at risk.	
School Libraries Resources Service	Professional consultancy		Specialist advice regarding libraries, reading and information skills (non-subscribing Barnet schools)	Per hour	£50.00	£50.00	£50.00	£53.00	£3.00	6.00%	Public Libraries and Museums Act, 1964	Discretionary	SLRS fee increases have been set at 6%. School budgets are also under significant pressure and to raise subscription rates any higher would be to put buy back at risk.	
School Libraries Resources Service	Professional consultancy		Specialist advice regarding libraries, reading and information skills (non-subscribing non-Barnet schools)	Per hour	£55.00	£55.00	£55.00	£58.00	£3.00	5.45%	Public Libraries and Museums Act, 1964	Discretionary	SLRS fee increases have been set at 6%. School budgets are also under significant pressure and to raise subscription rates any higher would be to put buy back at risk.	
School Libraries Resources Service	Lost/ damaged books		Charge levied to schools for the replacement of lost books	Per item	£20.00	£20.00	£20.00	£21.00	£1.00	5.00%	Public Libraries and Museums Act, 1964	Discretionary	SLRS fee increases have been set at 6%. School budgets are also under significant pressure and to raise subscription rates any higher would be to put buy back at risk.	
School Libraries Resources Service	Lost/ damaged artefacts		Charge levied to schools for the replacement of lost artefacts	Per item	£10-100	£10-100	£10-100	£10-100	£0.00	0.00%	Public Libraries and Museums Act, 1964	Discretionary	SLRS fee increases have been set at 6%. School budgets are also under significant pressure and to raise subscription rates any higher would be to put buy back at risk.	
School Libraries Resources Service	Late orders surcharge		Additional charge made to schools that submit requests after the standard delivery deadline	Per order	£15.00	£15.00	£15.00	£16.00	£1.00	6.67%	Public Libraries and Museums Act, 1964	Discretionary	SLRS fee increases have been set at 6%. School budgets are also under significant pressure and to raise subscription rates any higher would be to put buy back at risk.	

Reference/ Area	Fee/Charge Title	Area	Description	Unit of Measure	Charges 2020/21	Charges 2021/22	Charges 2022/23	Proposed Charges 2023/24	Change from prior year, £	Change from prior year, %	Statutory Basis for Charging (i.e. the legislation that permits you to charge for this service / product)	Basis of charging (Statutory prescribed, Statutory discretionary, statutory costs recovery or Discretionary)	Comments	Additional detail for new charges / above inflation
School Libraries Resources Service	Additional delivery charge		Charge for additional deliveries	Per visit, up to 12 crates	£25.00	£25.00	£25.00	£26.00	£1.00	4.00%	Public Libraries and Museums Act, 1964	Discretionary	SLRS fee increases have been set at c6%. School budgets are also under significant pressure and to raise subscription rates any higher would be to put buy back at risk.	
School Libraries Resources Service	Additional delivery charge		Charge for additional deliveries	Per visit, 13-24 crates	£35.00	£35.00	£35.00	£37.00	£2.00	5.71%	Public Libraries and Museums Act, 1964	Discretionary	SLRS fee increases have been set at c6%. School budgets are also under significant pressure and to raise subscription rates any higher would be to put buy back at risk.	
School Libraries Resources Service	Additional delivery charge		Charge for additional deliveries	Per visit, 25-36 crates	£45.00	£45.00	£45.00	£47.00	£2.00	4.44%	Public Libraries and Museums Act, 1964	Discretionary	SLRS fee increases have been set at c6%. School budgets are also under significant pressure and to raise subscription rates any higher would be to put buy back at risk.	
School Libraries Resources Service	Annual subscription EYFS and KS1 only - Barnet schools		Charge levied to schools for annual subscription for stated year groups only	Per school, per year	£8.20	£8.60	£8.60	£9.10	£0.50	5.81%	Public Libraries and Museums Act, 1964	Discretionary	SLRS fee increases have been set at c6%. School budgets are also under significant pressure and to raise subscription rates any higher would be to put buy back at risk.	
Library charges	Room hire (library opening hours)		Room Hire Chipping Barnet Library Room 1	per hour	£30.00	£35.00	£35.00	£37.00	£2.00	5.71%	Public Libraries and Museums Act, 1964	Discretionary	To raise these charges any higher would be out of step with practice in other authorities.	
Library charges	Room hire (library opening hours)		Room Hire Chipping Barnet Library Room 2	per hour	£30.00	£30.00	£30.00	£32.00	£2.00	6.67%	Public Libraries and Museums Act, 1964	Discretionary	To raise these charges any higher would be out of step with practice in other authorities.	
Library charges	Room hire (library opening hours)		Room Hire Finchley Church End Library Room 1	per hour	£30.00	£40.00	£40.00	£42.00	£2.00	5.00%	Public Libraries and Museums Act, 1964	Discretionary	To raise these charges any higher would be out of step with practice in other authorities.	
Library charges	Room hire (library opening hours)		Room Hire Finchley Church End Library Room 2	per hour	£10.00	£12.00	£12.00	£13.00	£1.00	8.33%	Public Libraries and Museums Act, 1964	Discretionary	To raise these charges any higher would be out of step with practice in other authorities.	
Library charges	Room hire (library opening hours)		Room Hire Finchley Church End Library Room 3	per hour	£15.00	£20.00	£20.00	£21.00	£1.00	5.00%	Public Libraries and Museums Act, 1964	Discretionary	To raise these charges any higher would be out of step with practice in other authorities.	
Library charges	Room hire (library opening hours)		Room Hire Finchley Church End Library 1, 2, 3 together	per hour	£0.00	£65.00	£65.00	£69.00	£4.00	6.15%	Public Libraries and Museums Act, 1964	Discretionary	To raise these charges any higher would be out of step with practice in other authorities.	
Library charges	Room hire (library opening hours)		Room Hire Finchley Church End Library kitchen as add on	per hour	£0.00	£5.00	£5.00	£5.00	£0.00	0.00%	Public Libraries and Museums Act, 1964	Discretionary	To raise these charges any higher would be out of step with practice in other authorities.	
Library charges	Room hire (library opening hours)		Room Hire Finchley Church End Library kitchen only	per hour	£0.00	£12.00	£12.00	£13.00	£1.00	8.33%	Public Libraries and Museums Act, 1964	Discretionary	To raise these charges any higher would be out of step with practice in other authorities.	
Library charges	Room hire (library opening hours)		Room Hire Colindale Library Room 1	per hour	£15.00	£18.00	£18.00	£19.00	£1.00	5.56%	Public Libraries and Museums Act, 1964	Discretionary	To raise these charges any higher would be out of step with practice in other authorities.	
Library charges	Room hire (library opening hours)		Room Hire Edgware Library	per hour	£15.00	£18.00	£18.00	£19.00	£1.00	5.56%	Public Libraries and Museums Act, 1964	Discretionary	To raise these charges any higher would be out of step with practice in other authorities.	
Library charges	Room hire (library opening hours)		Room Hire Golders Green Library	per hour	£15.00	£18.00	£18.00	£19.00	£1.00	5.56%	Public Libraries and Museums Act, 1964	Discretionary	To raise these charges any higher would be out of step with practice in other authorities.	
Library charges	Room hire (library opening hours)		Room Hire North Finchley Library	per hour	£15.00	£18.00	£18.00	£19.00	£1.00	5.56%	Public Libraries and Museums Act, 1964	Discretionary	To raise these charges any higher would be out of step with practice in other authorities.	
Library charges	Room hire (library opening hours)		Room Hire Osidge Library	per hour	£10.00	£12.00	£12.00	£13.00	£1.00	8.33%	Public Libraries and Museums Act, 1964	Discretionary	To raise these charges any higher would be out of step with practice in other authorities.	
Library charges	Room hire (library opening hours)		Room Hire Hendon Library	per hour	£10.00	£12.00	£12.00	£13.00	£1.00	8.33%	Public Libraries and Museums Act, 1964	Discretionary	To raise these charges any higher would be out of step with practice in other authorities.	
Library charges	Room hire (library opening hours)		Room Hire East Finchley Library	per hour	£10.00	£12.00	£12.00	£13.00	£1.00	8.33%	Public Libraries and Museums Act, 1964	Discretionary	To raise these charges any higher would be out of step with practice in other authorities.	

Terminology key

Statutory prescribed – legislation provides that the local authority charge for providing a service and either (a) the charge is prescribed (i.e. set eg. £100) or (b) the range is prescribed.

Statutory discretionary (or statutory costs recovery) - legislation provides that you may charge for providing a service but the amount of the charge is discretionary, within the remit of the legislation – the charge may be limited to cost recovery, reasonable cost or based on consideration of prescribed matters eg. consideration of rental value of land for allotments.

Discretionary – here the authority is not obliged to provide the service but if it does so then the charges must be based on costs recovery, based on the statutory power to charge in Local Government Act 2003/Localism Act 2011

This page is intentionally left blank

Appendix G

Business Planning 2023/24

Final Report General budget consultation 2023/24

23 December 2022 – 4 February 2023

Consultation Team, Strategy

Contents

1. EXECUTIVE SUMMARY	3
2. CONSULTATION METHOD AND RESPONSE	6
2.1 Introduction	6
2.2 Summary of consultation approach	6
2.3 Technical details and method	6
2.4 Response to the consultation	7
2.5 Calculating and reporting on results	11
3. RESULTS IN DETAIL	12
3.1 Views on the overall budget for 2023/24.....	12
3.2 Views on proposals to increase Council Tax in 2023/24.....	12
3.3 Views on Theme Committee saving/income proposals for 2023/24	14
3.4 Additional comments on Theme Committee saving/income proposals	15
3.5 Additional comments on the proposed budget for 2023/24	20
3.6 Written response to consultation	25

1. EXECUTIVE SUMMARY

This report sets out the consultation findings from the General Budget Consultation 2023/24 which will be presented as part of the budget paper at Policy and Resources Committee on 23 February 2023 and Council on 28 February 2023.

1.1 Response to the consultation

- a total of 140 questionnaires were completed
 - the findings in this report are based on “valid responses”, i.e., all those providing an answer at each question (this may or may not be the same as the total response) unless otherwise specified. The base size may therefore vary from question to question.
- the majority (96%) of responses were from residents
- one written response was received via email

1.2 Summary of consultation approach

- the consultation ran from 23 December 2022 to 4 February 2023.
- the consultation consisted of an online questionnaire and summary consultation document which was published on engage.barnet.gov.uk.
- paper copies and an easy-read version of the consultation were also made available on request.
- as part of the council’s statutory duty to consult with National Non-Domestic Rate (NNDR) payers, letters were sent out to all the council’s NNDR payers inviting them to take part in the consultation.
- the consultation was widely promoted via the council’s residents’ e newsletter, Barnet First resident’s magazine delivered to all household in the boroughs; the website; Twitter and Facebook ads.
- super-users, i.e., users of non-universal services, were also invited to take part in the consultation through the Barnet Together newsletter and other LBB service user newsletters and circulars.

1.2 Summary of key findings

1.2.1 Views on the overall budget for 2023/24

- A third of respondents agree (31%, 43 out of 140 respondents) with the council’s proposed budget for 2023/24, of which (3%, 4 out of 140 respondents strongly agree, and 28%, 39 out of 140 respondents tend to agree).
- Just under half disagree (46%, 64 out of 140 respondents) with the council’s proposed budget for 2023/24 (20%, 28 out of 140 respondents tend to disagree, and 27%, 36 out of 140 respondents strongly disagree).
- The remainder were either neutral (18%, 25 out of 140 respondents) or said they did not know or were not sure (6%, 8 out of 140 respondents).

1.2.2 Views on the council's Council Tax proposals for 2023/24

Overall, just over half of respondents (51%, 48 out of 94 respondents) **support some sort of Council Tax increase to help fund the budget gap in 2023/24** - a third support both Council Tax increases - the proposal to increase general Council Tax by 1.8% and the proposal to apply a further 2.0% Social Care Precept in 2023/24.

However, just under half of respondents do not support any increases in Council Tax in 2023/24 (49%, 45 out of 94 respondents).

- A third of respondent's (33%, 31 out of 94 respondents) support **both the council's proposals on Council Tax**: the proposal to increase general Council Tax by 1.8%, and the proposal to apply a further 2.0% Social Care Precept in 2023/24
- A minority of respondents (11%, 10 out of 94 respondents) **support only** the proposal to increase general Council Tax by 1.8% in 2023/24
- A smaller minority of respondents (7%, 7 out of 94 respondents) **support only** the proposal to apply a 2% Adult Social Care Precept to Council Tax in 2023/24
- Just under half of respondents (49%, 45 out of 94 respondents) **do not support either of the council's proposals to increase Council Tax in 2023/24**: the proposal to increase general Council Tax by 1.8% and the proposal to apply an Adult Social Care Precept on Council Tax of 2% in 2023/24.

1.2.3 Views on theme committee saving and income proposals for 2023/24

- **Children's, Education and Safeguarding Committee received the highest level of support**, with half of respondents (50%, 47 out of 94 respondents) indicating they agree with the saving and income proposals identified within this committee for 2023/24
- **Public Health and Wellbeing Board**, which had no savings or income generation proposals, received **the second highest level of support**, with just under half of respondents (48%, 45 out of 94 respondents) agreeing
- **Adults and Safeguarding Committee received the third highest level of support** with two fifths of respondents (39%, 37 out of 94 respondents) agreeing with the saving and income proposals identified within this committee for 2023/24.
- **Community Leadership and Libraries Committee, Housing and Growth Committee, and Environment and Climate Change Committee** all had similar levels of support, with around **a third of respondents agreeing** with the saving and income proposals identified within these committees for 2023/24:
 - Community Leadership and Libraries Committee 35% agreed (32 out of 92 respondents)
 - Housing and Growth Committee 34% agreed (32 out of 93 respondents)
 - Environment and Climate Change Committee 33% agreed (31 out of 94 respondents).
- **Policy and Resources Committee** received the **least support** for their saving and income proposals, with just over a quarter of respondents (27%, 25 out of 93

respondents) agreeing with the saving and income generation proposals identified within this committee for 2023/24.

1.2.4 Further comments on Theme Committee saving and income proposals for 2023/24

Respondents were also asked if they had any comments to make about the saving and income proposals identified for each theme committee for 2023/24. Of those who responded to the consultation, 40 out of 140 gave a response to this question.

The responses to this question were varied and the most common themes, with a response of four comments or more, have been summarised below.

- *Disagree with / Can't afford Council Tax increases* (Seven comments)
- *Too much spent on Policy and Resources Budget/ management* (Seven comments)
- *Improvements needed to parks, pavements and facilities* (Five comments)
- *Increase spending needed on environment, climate change, public transport and active travel* (Five comments)
- *Not enough detail on where the money will be spent:* (Five comments)
- *Concern with the level of funding on Adult Social Care and the impact on the most vulnerable* (Four comments)
- *Concern over pressure from NHS for continuing care costs* (Four comments)
- *Need for more housing especially social/ affordable* (Four comments)

1.2.5 Further comments on the proposed budget for 2023/24

Respondents were also asked if they had any further comments to make about the council's proposed budget for 2023/24. Of those who responded to the consultation, 53 out of 140 gave a response to this question.

Again, the responses to this question were varied and the most common themes, with a response of three comments or more have been summarised below:

- *Cost of living means council tax should be minimised:* (Seventeen Comments).
- *I would support a higher increase in Council tax:* (Nine comments).
- *Reduced Policy and Resources Budget/ management costs/ insourcing* (Three comments).
- *This seems to go against labour's manifesto promise:* (Three comments)
- *Budget not sustainable / Not credible:* (Three comments)

Further details of the types of comments received can be found in section three of this report.

2. CONSULTATION METHOD AND RESPONSE

2.1 Introduction

The budget proposals for 2023/24 have been subject to a formal public consultation.

This report sets out the full findings from the council's consultation on its Business Plan 2023/24. The findings will be considered by Full Council on 28 February 2023, where the final decision on the council's budget for 2023/24 will be taken.

2.2 Summary of consultation approach

The 2023/24 General Budget Consultation began after Policy and Resources Committee on 23 December 2022 and concluded on 4 February 2023.

In terms of service-specific consultations, the council has a duty to consult with service users where there are proposals to vary, reduce or withdraw services. Where appropriate, separate service-specific consultations have already taken place or will take place in the next few months for the 2023/24 savings. The outcomes of these consultations are being reported into committee decision-making processes.

2.3 Technical details and method

2.3.1 In summary, the consultation was administered as follows:

- The general consultation consisted of an online questionnaire published on <http://engage.barnet.gov.uk> together with a summary consultation document which provided background information about the council's budget setting process and the financial challenges the council faces,
- Paper copies and an easy-read version of the consultation were also made available on request,
- As part of the council's statutory duty to consult with National Non-Domestic Rate (NNDR) payers, letters were sent out to all the council's NNDR payers inviting them to take part in the consultation.
- The consultation was widely promoted via the council's residents' magazine (Barnet First delivered to all households), the council resident's enewsletter, the council's website, local press, Twitter, and Facebook,
- super-users, i.e., users of non-universal services, were also invited to take part in the consultation through the Barnet Together Newsletter, and other LBB service user newsletters and circulars.

2.3.2 Questionnaire design

The questionnaire was developed to ascertain residents' views on the overall size and individual components of the proposed 2023/24 budget. In particular the consultation invited views on the:

- overall budget, and savings and income generation proposals for 2023/24.
- proposal to increase General Council Tax by 1.8% in 2023/24.
- proposal to apply an Adult Social Care Precept on Council Tax of 2% to help pay for adult social care.

Throughout the questionnaire and where applicable, hyperlinks were provided to the relevant sections of the consultation document and to the detailed savings and/or income proposals for each committee. Links to further information on each of the Theme Committees' portfolio was also provided.

2.4 Response to the consultation

A total of 140 questionnaires were completed – all were submitted online. One written response was also submitted via email.

2.4.1 Response profile

The table below shows the profile of those who responded to the consultation.

Table 1: Profile of those who responded to the General Budget Consultation

Stakeholder	%	Base
Barnet resident	96%	89
A person working within the London Borough of Barnet area	0%	0
Barnet business	1%	1
Representing a school	0%	0
Representing a voluntary/community organisation	1%	1
Representing a public-sector organisation	0%	0
Other	0%	0
Prefer not to say	2%	2
Total who answered this question	100%	93
Not Answered		47
Total response to the consultation		140

There was also one written response via e mail. The response has been incorporated into the findings and further details are provided in section 3.6 of this report.

2.4.2 Profile of protected characteristics

The council is required by law (the Equality Act 2010) to pay due regard to equalities in eliminating unlawful discrimination, advancing equality of opportunity, and fostering good relations between people from different groups.

The protected characteristics identified in the Equality Act 2010 are age, disability, ethnicity, sex, sex reassignment, marriage and civil partnership, pregnancy, maternity, religion or belief, sexual orientation and marital status.

To assist us in complying with the duty under the Equality Act 2010 we asked the respondents to provide equalities monitoring data and explained that collecting this information will help us understand the needs of our different communities and that all the information provided will be treated in the strictest confidence and will be stored securely in accordance with our responsibilities under data protection legislation (such as the General Data Protection Regulation or the Data Protection Act 2018).

Table 2 over the page shows the profile of those who answered these questions. However, due to the low completion of these questions However, due to the low completion of these questions, it has not been possible to do any demographic analysis on the consultation findings.

GENERAL BUDGET CONSULTATION 2023/24

Table 2: Protected Characteristic, profile of those that completed the questionnaire

Protected Characteristic	Response	
	Number	%
Age		
16-17	1	1%
18-24	2	1%
25-34	10	7%
35-44	17	12%
45-54	9	6%
55-64	15	11%
65-74	17	12%
75+	8	6%
Prefer not to say	13	9%
Not answered	48	34%
Total	140	100%

Sex		
Female	28	20%
Male	47	34%
If you prefer your own term	1	1%
Prefer not to say	13	9%
Not answered	51	27%
Total	140	100%

Is the sex you identify with the same as your sex registered at birth?		
Yes, it's the same	72	51%
No, it's different	0	0%
Prefer not to say	13	9%
Not answered	55	39%
Total	140	100%

Disability		
Yes	8	6%
No	66	47%
Prefer not to say	15	11%
Not answered	51	36%
Total	140	100%

GENERAL BUDGET CONSULTATION 2023/24

Protected Characteristic	Response	
	Number	%
Ethnicity		
Asian	6	4%
Black	3	2%
Mixed	3	2%
Other	4	3%
White	60	43%
Prefer not to say	12	9%
Not answered	52	37%
Total	140	100%

Faith		
Baha'i	0	0%
Buddhist	2	0%
Christian	28	15%
Hindu	2	5%
Humanist	0	0%
Jain	1	2%
Jewish	10	8%
Muslim	4	1%
Sikh	0	0%
No religion	20	24%
Other Faith	1	1%
Prefer not to say	12	14%
Not answered	52	29%
Total	140	100%

Pregnancy and maternity leave		
Pregnant	1	1%
On maternity leave	1	1%
Neither	29	21%
Prefer not to say	10	7%
Not answered	99	71%
Total	140	100%

GENERAL BUDGET CONSULTATION 2023/24

Protected Characteristic	Response	
	Number	%
Sexual Orientation		
Bisexual	1	1%
Gay or Lesbian	3	2%
Straight or heterosexual	55	39%
Other sexual orientation	4	3%
Prefer not to say	24	17%
Not answered	53	38%
Total	140	100%

Marital Status		
Single	12	9%
Co-habiting	5	4%
Married	47	34%
Divorced	4	3%
Widowed	3	2%
In a same sex civil partnership	0	0%
Prefer not to say	16	11%
Not answered	53	38%
Total	140	100%

2.5 Calculating and reporting on results

- The results for each question are based on “valid responses”, i.e., all those providing an answer (this may or may not be the same as the total sample) unless otherwise specified. The base size may therefore vary from question to question.
- Where percentages do not add up to 100, this may be due to rounding, or the question is multi-coded - i.e., respondents could give more than one answer.
- Due to the small total sample size the findings have been reported on in terms of percentages and numbers.
- All open-ended responses have been classified based on the main themes arising from the comments, so that they can be summarised. It should also be noted that the responses were very varied, however there were a number of common themes that were evident, and the most common themes have been summarised in this report.

3. RESULTS IN DETAIL

3.1 Views on the overall budget for 2023/24

Respondents were asked to what extent they agree or disagree with the proposed budget for 2023/24. 140 respondents completed this question.

Table 3 below shows that:

- A third of respondents agree (31%, 43 out of 140 respondents) with the council's proposed budget for 2023/24 (3%, 4 out of 140 respondents strongly agree, and 28%, 39 out of 140 respondents tend to agree).
- Just under half disagree (46%, 64 out of 140 respondents) with the council's proposed budget for 2023/24 (20%, 28 out of 140 respondents tend to disagree, and 27%, 36 out of 140 respondents strongly disagree).
- The remainder were either neutral (18%, 25 out of 140 respondents) or said they did not know or were not sure (6%, 8 out of 140 respondents).

Table 3: Respondents' level of support for the proposed budget for 2023/24

To what extent do you agree or disagree with our proposed budget for 2023/24?	%	Base
Strongly agree	3%	4
Tend to agree	28%	39
Neither agree nor disagree	18%	25
Tend to disagree	20%	28
Strongly disagree	26%	36
Don't know / not sure	6%	8
Total	100%	140

3.2 Views on proposals to increase Council Tax in 2023/24

Respondents were asked to indicate which of the following statements most closely aligns to their opinion in terms of the Council Tax proposals for 2023/24. 94 respondents completed this question.

Overall, around half of respondents (48%, 48 out of 94 respondents who completed this question) **support some sort of Council Tax increase to help fund the budget gap in 2023/24** - a third (33%) support both council tax increases. However, half of respondents do not support any increases in Council Tax in 2023/24 (49%, 45 out of 94 respondents)

GENERAL BUDGET CONSULTATION 2023/24

Table 4 below shows that:

- A third of respondent's (33%, 31 out of 94 respondents) **support both the council's proposals on Council Tax**: the proposal to increase general Council Tax by 1.8% and the proposal to apply a further 2.0% Social Care Precept in 2023/24
- A minority of respondents (11%, 10 out of 94 respondents) **support only** the proposal to increase general Council Tax by 1.8% in 2023/24
- A smaller minority of respondents (7%, 7 out of 94 respondents) **support only** the proposal to apply a 2% Adult Social Care Precept to Council Tax in 2023/24
- Around half of respondents (49%, 45 out of 94 respondents) **do not support either of the council's proposals to increase Council Tax in 2023/24**: the proposal to increase general Council Tax by 1.8% and the proposal to apply an Adult Social Care Precept on Council Tax of 2% in 2023/24.

Table 4: Respondents' level of support for proposed Council Tax increases

Please indicate which of the statements below most closely aligns to your opinion in terms of our Council Tax proposals?	%	Base
I support the proposal to increase general Council Tax by 1.8% in 2023/24 and also support the proposal to apply an Adult Social Care Precept on Council Tax of 2% in 2023/24	33%	31
I support the proposal to increase general Council Tax by 1.8% in 2023/24 only	11%	10
I support the proposal to apply an Adult Social Care Precept on Council Tax of 2% in 2023/24 only	7%	7
I do not support any of the proposals to increase general Council Tax or any increase on the Adult Social Care Precept on Council Tax 2023/24	49%	46
Total	100%	94

3.3 Views on Theme Committee saving/income proposals for 2023/24

Respondents were asked to what extent they agree or disagree with each of the saving and income proposals identified for each of the Theme Committees in 2023/24. 90 to 94 respondents completed these questions. Table 5 over the page shows that:

- **Children’s, Education and Safeguarding Committee received the highest level of support**, with half of respondents (50%, 47 out of 94 respondents) indicating they agree with the saving and income proposals identified within this committee for 2023/24.
- **Public Health and Wellbeing Board**, which had no savings or income generation proposals, received **the second highest level of support**, with just under half of respondents (48%, 45 out of 94 respondents) agreeing
- **Adults and Safeguarding Committee received the third highest level of support** with two fifths of respondents (39%, 37 out of 94 respondents) agreeing with the saving and income proposals identified within this committee for 2023/24.
- **Community Leadership and Libraries Committee, Housing and Growth Committee, and Environment and Climate Change Committee** all had similar levels of support, with around **a third of respondents agreeing** with the saving and income proposals identified within these committees for 2023/24:
 - Community Leadership and Libraries, 35% of respondents agreed (32 out of 92 respondents) with the saving and income proposals identified within this committee
 - Committee and Housing and Growth Committee, 34% of respondents agreed (32 out of 93 respondents) with the saving and income proposals identified within this committee
 - Environment and Climate Change Committee 33% of respondents agreed (31 out of 90 respondents) with the saving and income proposals identified within this committee.
- **Policy and Resources Committee** received the **least support** for their saving and income proposals, with a quarter of respondents (27%, 25 out of 93 respondents) agreeing with the saving and income generation proposals identified within this committee for 2023/24.

GENERAL BUDGET CONSULTATION 2023/24

Table 5: Views on the savings and income proposals identified by each Theme Committee

Theme Committee	Agree		Neither agree nor disagree		Disagree		Don't know / not sure		No comment		Total
	%	Base	%	Base	%	Base	%	Base	%	Base	Base
Children, Education and Safeguarding Committee	50%	47	14%	13	21%	20	6%	6	9%	8	94
Public Health, Health and Well-being board	48%	45	13%	12	21%	20	9%	8	10%	9	94
Adults and Safeguarding Committee	39%	37	12%	11	34%	32	6%	6	9%	8	94
Community Leadership and Libraries Committee	35%	32	25%	23	27%	25	5%	5	8%	7	92
Housing and Growth Committee	34%	32	18%	17	35%	33	5%	5	6%	6	93
Environment and Climate Change Committee	33%	31	14%	13	43%	40	4%	4	6%	6	94
Policy and Resources Committee	27%	25	24%	22	30%	28	10%	9	10%	9	93

3.4 Additional comments on Theme Committee saving/income proposals

Respondents were also asked if they had any comments to make about the saving and income proposals identified for each theme committee for 2023/24. Of those who responded to the consultation, 40 out of 140 gave a response to this question.

The responses to this question were varied and a summary of the most common themes, with a response of four comments or more, have been summarised below.

Further details of the type comments received are provided in table 6 over the page.

- *Disagree with / Can't afford Council Tax increases* (Seven comments)
- *Too much spent on Policy and Resources Budget/ management* (Seven comments)
- *Improvements needed to parks, pavements and facilities* (Five comments)
- *Increase spending needed on environment, climate change, public transport and active travel* (Five comments)
- *Not enough detail on where the money will be spent:* (Five comments)
- *Concern with the level of funding on Adult Social Care and the impact on the most vulnerable* (Four comments)
- *Concern over pressure from NHS for continuing care costs* (Four comments)
- *Need for more housing especially social/ affordable* (Four comments)

Table 6 over the page gives full details of the types of comments received.

GENERAL BUDGET CONSULTATION 2023/24

Table 6: Comments on the saving and income generation proposals that have been identified in each committee for 2023/24

Do you have any comments to make about the savings and income generation proposals that have been identified in each committee for 2023/24?	
Number of respondents who completed this question	40
Description / Type of verbatim comments	
<p>Disagree with / Can't afford Council Tax increases: Each Committee budgets does not make sense against the last 2 years budgets. Overall the increase to Council Tax is going to be substantial, together with the Mayor's added increase, and the spending you have undertaken drawing down from reserves, overall looks like a significant increase beyond what is realistic and logical to maintain, in the long term will impact services overall at the expense of the Residents/ I do not agree with the 2% Precept, as a family we just can't afford this, on top of higher food prices, higher gas & electric bills, higher mortgages due to interest rates increases. I am barely accepting the 1.8% council tax increase, but not the 2% Precept. / How much is the council spending outsourcing work to Capita? Surely this work could more efficiently, & cost effectively managed in-house. We live in a small two-bedroom flat and pay over £200 a month in council tax. Raising it would be unaffordable/ Make more savings / Higher reductions should be put in place in all areas/ There is no detail to say what you're cutting back on/ Before you raise council tax for residents you should be able to show clearly that you have exhausted what you already have without waste.</p>	7
<p>Too much spent on Policy & Resources Budget/ management: I don't understand the breadth and need for the Policy and Resources Committee, which accounts for a quarter of the proposed budget. It sounds like this committee is responsible for the financial & administrative activities of the council (more overhead-based), whereas the others are responsible for tangible services and activities. [...]more savings should come from that committee& the others were restored based on their full anticipated needs. /Why do we need such a big budget for this? Too much bureaucracy, red tape and overpaid managerial jobs/ Sack your woke managers who contribute nothing at all/ more cost cutting in central services e.g. HR & areas such as diversity training to fund [cleaning of streets, pavements and parks]/ I think policy & resources budget should be further reviewed and the money saved could further increase the budgets of the areas of higher need/ I strongly disagree with the Policy & Resources Committee having a budget of £94m, it is absolutely outrageous! This should be reduced to under £35m & remaining £59m to be split between Adults & Safeguarding/ Children, Education and Safeguarding/ I am uncertain what actually controls???</p>	7
<p>Improvements needed to parks, pavements and facilities: If you are going to charge for tennis court hire, they need to be in good enough condition. Often the tarmac is uneven/cracked, the nets have holes in or have fallen. I agree with reduced weed spraying. Far better for the environment. Also, your neighbourhood Skips Service is too limited to large items. I am a single woman of 60 - how the heck am I supposed to lug a washing machine or a gate as far as the skip? I would give my broken toaster, etc, if accepted. The criteria for using skips is a bit silly and very limiting/ more resources needed to enable better cleaning of streets, pavements and parks that are frankly disgusting in Barnet / Reducing the weed spray levels is a mistake. The cost savings since 2010 are based on the Capita contract which you are abolishing and have always denied / Stop spending on Graham Park / Colindale / Burnt Oak, all community funding is wasted in one area. Spend in Muswell Hill - start by fixing the pavements - cleaning the streets - providing free bulky items collections. Build a leisure centre in Muswell Hill. Refurbish South Friern library. / Community skips unnecessary and a waste of money at this moment in time. Many community events are unnecessary at this moment in time. Subsidised rent developments unnecessary at this moment in time especially at 50% market rent</p>	5

GENERAL BUDGET CONSULTATION 2023/24

Do you have any comments to make about the savings and income generation proposals that have been identified in each committee for 2023/24?	
Number of respondents who completed this question	40
Description / Type of verbatim comments	
<p>Increase spending needed on environment, climate change, public transport and active travel: would be great to see an increase in spending for environmental and climate change considering that a greener borough brings definitely an array of mental and physical health benefits to the public/ Environment and climate change committee needs more funding: we are severely lagging compared to neighbouring boroughs/ H&G_sav2 - can more solar panels be installed on Council buildings with higher savings? Why no specific examination of widespread energy efficiency retrofits of Council buildings, partnering with the Green Finance Institute? ENV5 - Parking review does not mention the potential of examining installation of solar panels above parking lots which could generate revenue for council and make it more pleasant for people parking (avoiding rain, keeping cars cool). Council should review potential for differentiated parking charges for EV vs convention cars. ENV14 - Tennis courts - I oppose introduction of a charging/fee as this would negatively impact the health of people on low incomes by making people pay for our free parks. This is unjust and inequitable. SSOP1 - EV charging - I support roll out of EV charging for streets that lack off street parking but Council should allow residents to install their own as well, H&G_sav31 - Sustainability team budget - No justification is given for reducing this budget, so it should be maintained, Assur_sav6 - Mayors office car leasing - ensure all are electric/ I strongly believe in environment I can't see where such budget has been or is to be invested and it seems to be going to pockets or into private firms (very concerning)/ For the Environment and Climate Change Committee's £34m, how much will go towards Public Transport and Active Travel infrastructure?</p>	5
<p>Not enough detail on where the money will be spent Not enough detail on what the money will be spent on so hard for resident to give an informed view of whether you are doing the right thing. It is very disappointing and makes me feel that you don't really want my view, you just want to be able to raise taxes and say you consulted on it/ Based on this level of detail it seems very difficult for anyone to make an informed & useful response/ Where are the details of the income generation proposals? Where are the details of where the Council's income comes from? / No information in the Budget Consultation document which describes exactly / Need more information on what each of these 7 Theme Committees spend money on. For example, without clear detail on what the £119.3 million spent on "Adult and Safeguarding" actually entails, it is impossible to comment on how that compares with or what the appropriate increase or decrease should be for next year versus £98.9 million spent on "Policy& Resources" without knowing exactly what those entails.</p>	5
<p>Concern with the level of funding on Adult Social Care and the impact on the most vulnerable Whilst I welcome the emphasis on Prevention in learning disability and mental health particularly I do have concerns at how the level of savings will be achieved and the impact this may have on eligibility thresholds. Frankly, I find the conclusion of the EIAs rather optimistic. It is important that the Council has the social work structure in place to support Prevention and that there is close working with provider organisations and their expertise/ We welcome the plans for progression work (Adult Social Care), but they will need to be carefully planned if they are to be effective. It is important to work with residents and families, so that they have information and confidence to make the envisaged changes. It is important to support preventative approaches to help manage demand fairly / Strongly Disagree. Yet another cut to the budget of one of the most vulnerable groups in society. Barnet's Community Care Assessments are being conducted illegally: the 9 areas of Wellbeing as identified under the 2014 Care Act are not being identified as all the areas of need. At present only 'Eligible Needs' are being met. The 9 Areas of Wellbeing needs which are not being met, are not recorded as unmet need, therefore the budget cannot take</p>	4

GENERAL BUDGET CONSULTATION 2023/24

Do you have any comments to make about the savings and income generation proposals that have been identified in each committee for 2023/24?	
Number of respondents who completed this question	40
Description / Type of verbatim comments	
account of them. The 'eligible' needs that are met is what budget will allow and may not correspond to those identified by the vulnerable person as the most important for their Wellbeing. It was this poor practice that brought the Care Act into being. The assumption of 'progression' is both patronising, & for those with a permanent disability, disingenuous. As is the concept of 'Strengths Based Practise'. Changes in care packages that might lead to dissatisfaction cannot be legal under the Care Act. I am personally aware of service users who have either been offered services which don't meet their needs, or not offered services at all that would have qualified under the Care Act/ I am supportive of the council needing to spend more on vulnerable people.	
Concern over pressure from NHS for continuing care costs - While a 'saving' of £1m plus would be welcome for the Council in essence this is basically cost-shunting within the public sector - we were attempting this over 30 years ago and weren't too successful then! If you are successful what other services might be reduced by the NHS causing additional cost pressures on LBB / I think the tables should be clear against which committees the adult social care levy is being used and how this is enabling those budgets to grow proportionately faster than the other areas. This levy should be for additional investment in these areas, not to be offset elsewhere/ Why yet again are we paying for social care? This should be funded by the government / Surely there is discrepancies how so much of the budget is spent on this category. I don't have all the details but there surely can be much larger savings reducing this budget	4
Need for more housing especially social/ affordable More SOCIAL housing for rent is needed in Barnet/ Approve the intention to acquire housing as affordable housing and for housing applicants and temporary accommodation/ If you don't act now and do something about the housing crisis, it will lead to much bigger challenges in the future, on education, health, security, and other areas. / You are reducing investment in some of the areas that need it the most, especially housing. If you don't act now and do something about the housing crisis, it will lead to much bigger challenges in the future, on education, health, security, and other areas/ I strongly believe in less housing benefit support and more in housing growth support within return will benefit business and the resident housing crisis.	4
Concern over Education budget: This budget should increase by 20% at least to help protect and build whatever is our future which is largely depending on our children and their education. / The children and education proposals are noticeably incomplete. The impact on poorer families, of e.g. increasing income from traded services and DofE, do not seem to have been adequately assessed. There is less sign of truly transformative approaches being considered in this theme/ Barnet Early Years Alliance (BEYA) to start paying the £80k lease for St Margaret's from Early Years funding which previously the Council has been paying. This saving will only be taken forward if the increase in government funding to Maintained Nursery Schools, which has recently been consulted on, goes ahead/ The children and education proposals are noticeably incomplete. The impact on poorer families, of e.g. increasing income from traded services & DofE, do not seem to have been adequately assessed. There is less sign of truly transformative approaches being considered in this theme	3
More funding needed for Public Health: I wondered why there has been no plan by the Public Health, Health and Well-being board. Health and Well-being is the anchor upon which every other concern rest and able to thrive, survive/ I am very against closing Finchley Lido. The building, whilst poor in design, is well-used by a large cross-section of the community. If closed, I am convinced that alternative provision will not be forthcoming and that yet another public sports facility will be lost to Londoners. The negative impact on health cannot be underestimated. /NHS is very mismanaged, personally I've had the best customer service experience and worst in	3

GENERAL BUDGET CONSULTATION 2023/24

Do you have any comments to make about the savings and income generation proposals that have been identified in each committee for 2023/24?	
Number of respondents who completed this question	40
Description / Type of verbatim comments	
different NHS teams hence my comment. I believe the budget needs to be increased but much better scrutinised and correctly managed.	
Comment on the proposal to reduce adult care dependency through work opportunity: Approve of the intention to provide more home-based adult service to reduce the need for residential care. Concerned about the attempt to reduce "dependency" though providing job opportunities. / We welcome the employment initiatives and proposals to carve out council posts. It is important to support preventative approaches to help manage demand fairly.	2
Comment on parking: Don't see how the huge saving on "parking" is to be achieved. Is it a huge hike in parking charges, or cut in traffic wardens? / You have not been clear how you raise money from Parking charges.	2
Concern of the creation of new tower blocks: Building new units on top of existing ones is going to create tower blocks? Do we really need these? Can you not find other, lower-level Brown Field sites to use? Stop building houses & Flats	2
Agree with Council Tax increases I understand the desire to limit the increase, but the council tax in Barnet is so much lower than for neighbouring boroughs. It is crucial we increase funding for local services by the maximum possible each year for the next 5 years. We cannot look after vulnerable residents, house people that need help given how unaffordable it now is to live in Barnet, have clean and safe streets, and also tackle climate change without generating the income to pay for that. / We support the council using the maximum social care precept, and to maintaining services.	2
Support for greater resident engagement: We also strongly support the work to engage residents - children, adults and families, so that their voices are heard. The budget consultation notes mention the financial cost of COVID but we feel it is still having a huge social impact on people.	1
Budget need more cuts in Adults and Safeguarding Committee: 10 million more spending for adults and safeguarding spending is too much, which should be Re-distributed more evenly between the other committee.	1
Not enough spent on Libraries: Community Leadership and Libraries - why is there no provision for increasing funding for libraries to return to paid for staff?	1
Too much spent on "Community Leadership and Libraries": Do we really need to spend £15M on "Community Leadership and Libraries"? Is the money not better be put into Children, Education and Safeguarding Committee or Public Health needs?	1
Reconsider advertising income from billboards: advertising income from bill boards on Council buildings seems very crass commercialism. Please reconsider this.	1
Reduce budget for environment& climate change: It is ridiculous to pump money into the Environment& Climate Change committee when people are struggling to survive	1
Could not get links to work in consultation document	1
Total number of different types of comments	62¹

¹ Respondents gave more than one type of comment. A total of 62 different types of comments were received from the 40 respondents who answered this question.

3.5 Additional comments on the proposed budget for 2023/24

Respondents were also asked if they had any further comments to make about the council's proposed budget for 2023/24. Of those who responded to the consultation, 53 out of 140 gave a response to this question.

Again, the responses to this question were varied and the most common themes, with a response of three comments or more have been summarised over the page.

- *Cost of living means council tax should be minimised: (Seventeen Comments).*
- *I would support a higher increase in Council tax: (Nine comments).*
- *Reduced Policy and Resources Budget/ management costs/ insourcing (Three comments).*
- *This seems to go against labour's manifesto promise: (Three comments).*
- *Budget not sustainable / Not credible: (Three comments)*

Table 7 over the page gives full details of the types of comments received under each theme committee. Comments that were only cited by one respondent are grouped as 'other' under each theme committee.

GENERAL BUDGET CONSULTATION 2023/24

Table 7: Further comments about the proposed budget for 2023/24

Do you have any comments to make about the savings and income generation proposals that have been identified in each committee for 2023/24?	
Number of respondents who completed this question	53
Description / Type of verbatim comments	Number of comments
<p>Cost of living means council tax should be minimised: With the rising cost of living, any amount of money required from residents is an added burden, reduction of families' disposable income and potential crime generator, shoplifting, for example. / There's no free cash with food, power etc going up. I fear that services will need to be cut / Should not be an increase of 2% precept on council tax as already the council tax increase of 1.8% is demanding to the residents. Should be found and discussed other ways to raise that money. Eventually, maybe agree and apply the increase of precept only when all other possibilities have been exhausted. / Everyone has to make savings times are hard / I know it's difficult to set a budget. However, even people who live in larger properties cannot afford to pay a Council Tax increase of 3% and counting. We have wages below inflation and huge bills to pay as well, you know. / 3.8% increase is unaffordable at present and the council should be cutting back further or not wasting money on unnecessary new projects like skips. / In light of the current cost of living crises with the massive increase in energy cost and rising prices all round, any further tax increase will send people into a state of being unable to live and the knock on effect of this will cause more local services to be required and a vicious circle of tax increases whereas lower taxes would relieve the burden partially resulting in less local services being required /This is a dramatic combined increase impacting households. Please re-consider and lower in increase to contributions to not more than 2%. / Please stop 1.8% council tax increase and the 2% adult precept. Nowadays we work just to cover bills and don't have left over to do anything else, we have to abstain from doing anything to get some joy in this life because what we earn covers just bills, mortgage and food. We just can't afford a council tax increase and a 2% adult precept in addition ... we are not cash cows ... please stop these increases! / The proposal to increase taxes from an already outstandingly high level during this economic crisis period for households is astonishing to me. Will taxes ever go back down from these sorts of levels where they will soon begin to approach PAYE levels and will be effectively another form of income tax on individuals and therefore be effectively doubling the already terribly high tax burdens. / Council tax is a huge amount of money every month to owners of properties and renters alike / Another tax increase, when people are already dealing with the biggest cost of living crisis in recent times, goes against everything we should stand for. Now is the time to alleviate taxation, especially for those who are struggling the most. / I can't afford any increases. I am working hard with no pay increases. / We are already paying high council charges, paying extra for recycling. Most people's wages have not increased in line with inflation which means that we are earning less but paying more for everything. Labour will not retain the council if they increase council tax in the current economic climate. They should freeze it - the cost of living crisis is too great for ordinary people to pay more. Most of the services you mention will not affect the great majority of paying council tax residents. / Yes, some of us will not get a pay rise in April and are struggling to pay Bill's but get no help as a so-called middle earner, I would be better off on benefits. And now you want to take even more from me / Cut council tax / There should be a reduction and not an increase due to the cost of living</p>	<p>17</p>

GENERAL BUDGET CONSULTATION 2023/24

Do you have any comments to make about the savings and income generation proposals that have been identified in each committee for 2023/24?	
Number of respondents who completed this question	53
Description / Type of verbatim comments	Number of comments
<p>I would support a higher increase in Council tax: I think councils should increase council tax to the maximum permitted - residents expect all sorts of services to be provided, how do they expect these to be funded? Not sure that central government should be able to dictate levels of council tax increases - surely these are local matters, otherwise why have a council at all? / Barnet's services have been decimated by the outsourcing experiment by the previous administration. Their attempts to deliver zero Council Tax increase during inflation was irresponsible. To bring the income up to the amount to deliver a half decent service, increases must be made, and I OPPOSE 1% REFUND of the social care premium from the previous year. The Campaign for Real Care will continue to fight for the full implementation of the Care Act to ensure that the service users remain in control of their needs, and services. / I think you should increase the council tax even more. I can afford it and there are people in need. I know that would go against a Labour Party promise, so your hands are tied. / I value good local services and care for the vulnerable in our community. Therefore, I agree with the increase in the council tax and the 2% increase in adult social care precept / I disagreed with the refund of the 1% increase planned for 2022-23. I thought this was an unwise election gimmick in the current economic climate. I would like to see the tax for 2023-24 increase by 2.8%, not 1.8% / I understand you cannot go back on a political promise for the 1%, but please stop making promises to do expensive and unnecessary things like collecting bins every week, rebating tax increases. We need to create a more equitable and sustainable society. So please think about playgrounds and parks, caring for our elderly, and insulating and increasing the number of affordable homes. / An option to increase Council Tax by 3% should be included. Have there not been years or decades of under-taxation? / I appreciate that you have a commitment from the manifesto to 'refund' some of last year's increase - however I believe that much of Barnet's financial issues stem from not applying the full increase allowed in previous years and the cumulative effect of that. I think that the full C Tax increase allowed without a referendum, plus the Social Care precept should have been considered, and at least offered as an option in this exercise. / We understand the council's manifesto commitment but feel that council tax rises could be higher than 1.8%. Barnet has under-used its tax-raising powers in recent years and we need more investment in local services. The pressure on contract prices is having an impact on recruitment and retention in the VCS. We appreciate the potential impact on residents who are struggling with the cost-of-living crisis and would want to see these impacts mitigated.</p>	9
<p>Budget not sustainable / Not credible: How can anyone believe what you have proposed, it is not credible. You are spending from the reserves. This is NOT sustainable. / Wasteful expenditure increased cuts in the wrong places overall a very poor show/ / This budget is unnecessarily high and should be reconsidered in all areas. / Barnet Council has received notoriety for mismanagement over the years. After such a long period of suffering from bad leadership & management residents are now being asked to pay for a recovery. Where is the evidence that increased council tax will provide better services. Also, why is the top priority safeguarding for adults rather than public health, for AK and informal education and housing?</p>	3

GENERAL BUDGET CONSULTATION 2023/24

Do you have any comments to make about the savings and income generation proposals that have been identified in each committee for 2023/24?	
Number of respondents who completed this question	53
Description / Type of verbatim comments	Number of comments
<p>Reduced Policy and Resources Budget/ management costs/ insourcing. The council can do much more to reduce office costs with remote working, reducing carbon footprint and use increased saving in areas of more need. There is also a need to reduce senior manager costs and return services inhouse, including housing functions. / I think the levels of Council Tax levied in Barnet are already far too high. I was disappointed in 2022 to see some of that money (per a ward update leaflet I received) being spent on the harassment of homeless people. Barnet remains one of the few boroughs in North London with no food waste collection. Barnet Council outsources many of its services to Capita, and also uses Capita-owned companies to carry out aggressive and disproportionate debt collections (including bailiffs who act outside the law—I have experienced this myself). I would strongly recommend you seek savings through in-housing services and making cuts to management expenditure rather than squeezing those of us unlucky enough to live here. / Save money by reducing the layers or bureaucracy and waste in the Council</p>	3
<p>This seems to go against labour's manifesto promise: 1% rebate now seems like a con. / The Labour manifesto was for a cut/ proposal is very disappointing in terms of democracy. Election was less than 1 year ago & the Labour councillors were clear in their manifesto that they were opposed to increasing council tax. We had a rise this year, so there should have been no rise for 23-24. The claim they have delivered on the manifesto by increasing it by less than they would have done otherwise appears deceitful. It undermines the democratic process and trust in the party. There are many first-time Labour voters living here and this is a really disappointing experience. If there is to be a rise for 2023-24 then this should be communicated as a 2.8% increase plus a reversal of last year. There would then need to be a refund to all households of the 1% extra they paid in 22-23. / You clearly stated in your manifesto that you were refund the 1% social care precept from last year's proposal. But as will all politics, you have u-turned on that.</p>	4
<p>The squeezed middle get no services: People in the middle are always getting targeted with new taxes. We have nothing in return. No zebra crossings along GPW, lots of rubbish and leaves across the streets, unsafe neighbourhoods. Try tackling these issues first and make some citizens happy too. / Yes, some of us will not get a pay rise in April and are struggling to pay Bill's but get no help as a so called middle earner, I would be better off on benefits. And now you want to take even more from me</p>	2
<p>More expenditure on improving roads and pavements: Much more needs to be spent on rectifying the very poor road and pavement conditions in Barnet/ Would like the pavement and more drop kerbs to relayed for a wheelchair user</p>	2
<p>Not enough detail on where the money will be spent: Give some detail on the plans and I'll be able to tell you. The consultation document is far too basic for any insight whatsoever. / Please provide a breakdown of each thematic expense</p>	2
<p>Housing should be a priority: Housing is very important.</p>	1
<p>Looking forward to service improvements: I look forward to seeing all the improvements that the detailed document indicates.</p>	1

GENERAL BUDGET CONSULTATION 2023/24

Do you have any comments to make about the savings and income generation proposals that have been identified in each committee for 2023/24?	
Number of respondents who completed this question	53
Description / Type of verbatim comments	Number of comments
Council tax rate shouldn't be based on size of house: Not sure i understand what he value/size of a house has to do with how much tax is paid. On a daily basis i see people is "small" accommodation, paying low rates of tax, but using two rubbish bins, parking on pavements, causing noise/air etc pollution and no one from the council seems to care (please don't ask me to call your "help" numbers - do try calling them yourselves to see the lack of any meaningful response) - I strongly believe that everyone should be either paying the same tax irrespective of the size of their house or even better create a system where people pay for whatever facilities they use.	1
More money must be spent on cycle infrastructure: Although money should be spent on to help decarbonise, more money must be spent on cycle infrastructure than EV chargers. As well as decarbonising, cycling is better for health and would reduce pressure on health services,	1
No more development of new homes: Stop building houses & flats - The borough is overcrowded as it is with no additional doctors/dentists etc.	1
No expenditure on community events: Cancel all expenditure on woke events such as black history month - it is divisive. Winter Festival? do you mean Christmas?	1
Unsure about the adult social care levy: I agree with the 1.8% increase in council tax but am unsure about the adult social care levy of 2%. Only because the system needs a shakeup first and streamlining before pouring more money into it because you need a review first to see which areas require funding most and then do a consultation on this.	1
My area needs regeneration: My doctors' surgery is in an old house not a nice new building like so many people enjoy. the stairs are rickety, and the whole environment is one of at least 70 years ago	1
There should be a voluntary higher rate of council tax: A well-publicised option and campaign should be created for people with relatively higher incomes to voluntarily pay additional Council tax i.e., if XX thousand people paid the 3% increase, it could close X% of the budget gap	1
Safer streets a priority: Stop wasting money on the environment and increase the safety of our streets	1
Council tax increase should be in step with economic growth: Council Tax increases to that extent under the current markets is not the correct approach to cover budgets. Council Tax increase of 0.5% and reviewed every 2 years makes sense from economic growth. However, mismanaged reflect all community. Additional Medium size business support from tax reliefs or employment support would multiply our economy growth. The higher earning few businesses should have tax contribution obligation to make up the budget growth which in return should prioritise children education sector.	1
Could not get links to work in consultation document	1
Total number of different types of comments	55

3.6 Written response to consultation

One response was received via e mail from a Barnet resident and referred to roads and potholes in Barnet:

- *When will something be done about our roads? The potholes just get bigger and bigger, and you cannot avoid them. It's disgusting that they are not fixed correctly instead of just patching them up.*

This page is intentionally left blank

Appendix H

Business Planning 2023/24

Cumulative Equalities Impact Assessment (CEqIA)

2023/24

Consultation, Strategy Team

1. Introduction and scope of assessment

Barnet Council, in line with its statutory responsibilities, undertakes Equality Impact Assessments (EqIAs). EqIAs provide a systematic way of assessing the impact of decision making on different equality groups. During the council's annual budget cycle, EqIAs are completed for all proposals identified as requiring them to inform decision making. An EqIA should be completed if a proposal affects residents or staff with protected characteristics; these characteristics are set out on page two of this appendix.

This document summarises the Equality Impact Assessment for the budget proposals for the financial year 2023/24 and takes account of previous CEqIA reports. Budget decisions can have different impacts on different groups of people, either through changes to individual services or changes to a range of services, which have an impact cumulatively on a particular group. This report highlights:

- the key impacts of potential budget decisions for legally protected groups
- where a series of decisions might have a greater negative impact on a specific group
- ways in which negative effects across the council may be minimised or avoided, and where positive impacts can be maximised or created.

2. Legal duties

Decision makers should have due regard to the public sector equality duty in making their decisions. The equalities duties are continuing duties they are not duties to secure a particular outcome. The equalities impact will be revisited on each of the proposals as they are developed. Consideration of the duties should precede the decision. It is important that Policy and Resources committee has regard to the statutory grounds in the light of all available material such as consultation responses. The statutory grounds of the public sector equality duty are found at section 149 of the Equality Act 2010 and are as follows:

A public authority must, in the exercise of its functions, have due regard to the need to:

- a. eliminate discrimination, harassment, victimisation, and any other conduct that is prohibited by or under this Act
- b. advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it
- c. foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Having due regard to the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it involves having due regard to the need to:

- a. remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic
- b. take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it
- c. encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include steps to take account of disabled persons' disabilities.

Having due regard to the need to foster good relations between persons who share a relevant protected characteristic and persons who do not share it involves having due regard to the need to:

- a. tackle prejudice
- b. promote understanding.

Compliance with the duties in this section may involve treating some persons more favourably than others; but that is not to be taken as permitting conduct that would otherwise be prohibited by or under this Act. The relevant protected characteristics are:

- age
- disability
- gender reassignment
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation
- marriage and civil partnership.

The Equality Duty does not impose a legal requirement to conduct an Equality Impact Assessment, rather it requires public bodies to demonstrate their consideration of the Equality Duty and the conscious thought of the Equality Duty as part of the process of decision-making. This entails an understanding of the potential effect the organisation's activities could have on different people and a record of how decisions were reached.

In addition to the protected characteristics identified within the Equality Duty, Barnet Council also considers the impact of decision making on other groups who may be considered disadvantaged and/or vulnerable. This includes carers, unemployed people, families on low wage

3. Our approach

In Barnet we use the EqIA process to identify the main potential impacts on groups covered by legislation (the protected characteristics in the Equality Act 2010). The budget savings report includes a line for each savings proposal, indicating whether an EqIA is required. An EqIA is required for any proposal which alters service delivery and is assessed to impact those with protected characteristics.

This report identifies areas where there is a risk that changes resulting from individual budget proposals for 2023/2024, may have, when considered together, a negative impact on groups.

It is important to note this is an ongoing process. As individual budget proposals are developed and implemented, they will be subject to further assessment. This assessment also describes mitigating actions that are being put in place.

4. Context

We have always taken a long-term and proactive approach to financial planning in difficult circumstances. We have saved over £213million between 2010 and 2022 and protected frontline services as far as possible. However, with reduced funding and increases in the demand and cost of services, the next few years still present further challenges.

This year we've seen an unprecedented rise in the cost of living, impacting on everyone in Barnet. As everything is becoming more expensive, we also have higher costs. At the same time, demand for our services continues to grow. Our population is growing, people are generally living longer and the type of services that people need is changing. This comes at a time where we are still recovering from the financial costs of supporting and protecting our residents during the Covid pandemic. As a council, we have continued to respond flexibly to these challenges, working with our local partners to maintain support for those that need it most.

We have taken a leading role working with our health, education and voluntary sector partners and communities to help support our most vulnerable residents during the cost-of-living crisis.

The five-year Medium-Term Financial Strategy (MTFS) presented to [Policy & Resources Committee](#) in December 2022 showed that we faced an anticipated budget gap of just over £30million to 2026/27 (excluding money for schools and local housing). This included a budget gap of £1.7million for 2023/24.

Our approach to equality, diversity and inclusion is integral to everything including our MTFS, how we work with our residents and communities and the services we provide. Our commitment goes beyond complying with our statutory duties as laid out in the Equality Act 2010. We know that not everyone's experience is equal. Recognising that it is easier for some to access services and to take advantage of opportunities we know there is more we need to do to ensure that we care for people according to their individual needs and circumstances to address inequalities within our communities.

Our new [Draft Corporate Plan 2023 – 2026](#) will set out our priorities and ambitions for a borough where all residents can fulfil their potential and access the services they need in Barnet. Our aim is to tackle inequalities by proactively listening to and considering different perspectives in decision-making. We want to create a place where people feel they belong and where they are respected. As part of delivering this ambition we are refreshing our Equalities, Diversity and Inclusion Policy which was last updated in 2021. Despite these challenges we remain ambitious for the borough.

With people of many cultural backgrounds, faiths and life experiences living side by side, one of Barnet's biggest strengths is its richness of diversity. We want to create a place where people feel they belong, are respected, and accepted. Where we have fun together, share our cultures and build an understanding amongst one another.

5. Findings from previous year

The CEqIA for 2022/23 showed that the Budget proposals would have positive and neutral benefits on Barnet residents and businesses including the protected characteristics. However, minimal negative impacts were identified in the following areas, where mitigating actions would need to be introduced:

- Overall, it was identified that there was no cumulative negative impact on residents by different protected characteristics
- In addition to those with protected characteristics, the following groups may be negatively impacted by the 22/23 budget: carers, people with a low income, and unemployed.

- It also identified some cumulative positive impacts. These were on older people, those with disabilities and gender being positively impacted by the proposed changes.

6. 2023/24 Savings Proposals with EqlAs

The table on the following page summarises the 2023/24 budget savings proposals which have EqlAs.

Key: Positive + Major Negative - - Minor Impact - No Impact/ Neutral o Unknown u

Summary of 2023/24 savings proposals which have EqlAs

Budget Ref	Description of saving	Overall Outcome of EQIA including mitigation	Age	Disability	Gender reassignment	Pregnancy and maternity	Race / Ethnicity	Religion or belief	Sex	Sexual orientation	Marital status	Other key groups
Adults and Safeguarding Committee												
A&S13	<p>Procurement of care and support at Atholl House Extra Care Housing Scheme in Burnt Oak:</p> <p>Extra Care development of fully integrated service for older people to rent, offering a wide range of services as an alternative to more expensive residential care.</p> <p>Proposed scheme of 50 units based with 50% high needs, 25% medium needs and 25% low needs. Saving is modelled on a 10K saving per person per year, based on the</p>	Positive	+	+	o	o	+	+	+	o	+	+
												(Carers, People with mental health issues, People on low income)

Budget Ref	Description of saving	Overall Outcome of EQIA including mitigation	Age	Disability	Gender reassignment	Pregnancy and maternity	Race / Ethnicity	Religion or belief	Sex	Sexual orientation	Marital status	Other key groups
	<p>difference between the costs of residential care and extra-care. Saving will be achieved if the scheme is targeted at those who would otherwise have their needs met by residential care.</p> <p>The full EqIA can be found here.</p>											
A&S22	<p>Progression for people with a Learning Disability</p> <p>This is a continuation of a saving based on the principle of 'progression', which is that each person with a learning disability has the potential to increase independence if they are given the appropriate care and support.</p> <p>Working with people who use care and support services to be more independent and where appropriate to be supported with less intensive forms of support. This includes using more evidence-based approaches to commissioning placements and assistive technology to support adults in supported living settings.</p> <p>The full EqIA can be found here.</p>	Positive	+	+	0	0	0	0	+	0	0	+ (Carers,)
A&S31	<p>Enhanced Prevention Offer:</p>	Positive	+	+	0	0	0	0	+	0	0	+ (Carers,)

Budget Ref	Description of saving	Overall Outcome of EQIA including mitigation	Age	Disability	Gender reassignment	Pregnancy and maternity	Race / Ethnicity	Religion or belief	Sex	Sexual orientation	Marital status	Other key groups
	<p>This saving is based on Prevention Co-coordinators working with more people at the first point of contact for adults requesting care and support (the 'Front Door'), to delay the development of care needs and ensure that preventative / alternative options to formal care are fully considered and utilised.</p> <p>The full EqIA can be found here.</p>											
A&S32	<p>Progression for people with a Mental Health support need</p> <p>This saving is based on the principle of 'progression', which is that each person with a Mental Health need has the potential to increase independence if they are given the appropriate care and support. Working with people who use care and support services to be more independent and where appropriate to be supported with less intensive forms of support. This includes using more evidence-based approaches to commissioning placements.</p> <p>The full EqIA can be found here.</p>	Positive	+	+	0	0	0	0	+	0	0	+ (Carers).
A&S35	<p>Adult Social Care Debt Project</p> <p>The work of the debt project will support residents to increase recovery rates, including through default direct debit set up to make payment easier.</p>	Minor negative	-	-	0	0	0	0	+	0	0	0

Budget Ref	Description of saving	Overall Outcome of EQIA including mitigation	Age	Disability	Gender reassignment	Pregnancy and maternity	Race / Ethnicity	Religion or belief	Sex	Sexual orientation	Marital status	Other key groups
	<p>Provisions of a legal framework for ALL debt recovery already exist under the Council Debt Management Policy, to enable legal enforcement (where necessary and appropriate) to recover debts.</p> <p>This proposal is for a high-level Policy statement for how adults social care debt will be pursued, ensuring staff and customers are clear how LBB take a fair and firm approach to the recovery of the monies owed to the council for the provisions of adult’s social care debt services. This policy sets out to formalise best practice and includes guidance to ensure that we have a transparent, consistent, and proportionate approach to recovery of monies owed to the council. Taking into consideration the vulnerability of the customers and not causing any undue hardship because of any recovery actions.</p> <p>Implementing the policy will mitigate the risk of non-recovery of current and new adults social care debt by ensuring there is a common understanding of our approach to debt collection.</p> <p>The full EqIA can be found here.</p>											
A&S38	Employment and day opportunities	Positive	+	+	0	0	+	0	+	0	0	+ (Carers).

Budget Ref	Description of saving	Overall Outcome of EQIA including mitigation	Age	Disability	Gender reassignment	Pregnancy and maternity	Race / Ethnicity	Religion or belief	Sex	Sexual orientation	Marital status	Other key groups
	<p>A new Council wide carved employment scheme to provide a useful step on the work undertaken by BOOST. Promotes independence and reduces need for more traditional day services and their associated costs. DEPENDENCY – Creation of a council wide carved employment scheme which provides 15 job opportunities over first two years. We are ambitious about this and want to bring this to the Barnet Partnership Board to roll out across partnership organisations.</p> <p>This is a cost avoidance saving based on lower use of day services as a result of employment.</p> <p>The full EqIA can be found here.</p>											
A&S39	<p>Increased joint working with housing to increase access to social housing.</p> <p>Increased joint working with housing to increase access to settled social housing tenancies for adults who require care and support. This is a cost avoidance saving.</p> <p>The aim would be to support more people to continue to live independently in their own accommodation, preventing breakdown of Private Rented Sector Tenancies related to periods of time spent away from the property due to care and support needs.</p>	Positive	0	+	0	0	+	+	+	0	0	+ (Carers).

Budget Ref	Description of saving	Overall Outcome of EQIA including mitigation	Age	Disability	Gender reassignment	Pregnancy and maternity	Race / Ethnicity	Religion or belief	Sex	Sexual orientation	Marital status	Other key groups
	The full EqIA can be found here											

Housing and Growth												
Budget Ref	Description of proposals	Overall Outcome of EQIA including mitigation	Age	Disability	Gender reassignment	Pregnancy and maternity	Race / Ethnicity	Religion or belief	Sex	Sexual orientation	Marital status	Other key groups
H&GS8	<p>Development of affordable housing supply</p> <p>This is a continuation of the previous business planning initiative. 500 additional acquisitions of properties for use as affordable temporary accommodation by Open Door Homes supported by Loan from Council, as a cheaper alternative to existing temporary arrangements which utilise the private rented sector. Savings also enhanced by premium of 1.24% interest on loans made by the council to Open Door Homes.</p> <p>The full EqIA can be found here.</p>	Positive impact	+	+	0	0	0	0	0	0	0	0

All Fees & Charges												
	Description of proposals	Overall Outcome of EQIA including mitigation	Age	Disability	Gender reassignment	Pregnancy and maternity	Race / Ethnicity	Religion or belief	Sex	Sexual orientation	Marital status	Other key groups
All Fees and charges	<p>All Fees and Charges</p> <p>This EqIA has been conducted on a proposed increase to fees and charges (F&C) from January 2023. This EqIA covers all relevant fees and charges for all services apart from Leisure Services. There is a separate EqIA for Leisure services fees and charges which is included in the table below.</p> <p>Fees and charges are reviewed on an annual basis to ensure that the costs of chargeable services are covered, and the council is achieving value for money.</p>	Minor Negative impact	-	--	0	-	0	-	0	0	-	- (Lone parents)

	<p>All fees and charges should be full cost recovery where the legislative framework allows with:</p> <ul style="list-style-type: none"> • consideration being given to how the fees and charges increases will be prioritised. • noting that some are driven by inflation so should be increased by the August inflation rate (Consumer Price Index (CPI) at around 10.1%. • noting that others are driven by demand, statutory prescription, and other factors; and • consideration being given to consultation/ Equalities Impact Assessment (EQIA) requirements. <p>Fees and Charges have been reviewed by theme committee:</p> <p><u>Adults & Safeguarding Committee</u></p> <p>The Fees and Charges for Adult Social Care have been frozen at 2022/23 levels where practically possible, if at the discretion of the Committee. One fee has increased and this was partially set by statute and any discretion the council had to increase it was kept to a minimum of . an increase of 2.61%. As such there is not deemed to be any negative impacts across all characteristics.</p>											
--	---	--	--	--	--	--	--	--	--	--	--	--

	<p>The Fees and Charges for Leisure Services have been subject to a full EQIA owing to the fee changes and this is appended to the report.</p> <p><u>Children, Education & Safeguarding Committee</u></p> <p>The fees and charges for Family Resource centre are charged to external clients who need a supervised contact service i.e. other local authorities with CIC placed in our area and families going through private law proceedings. There is not deemed to be any negative impacts on individual residents across all characteristics.</p> <p>The fees for 0-19 traded services are increasing by 6%, so below inflation (10.1%)</p> <p>Early Help 0-19 Children’s Centres has an impact, and this is detailed within this document.</p> <p><u>Community Leadership and Libraries Committee</u></p> <p>Fees and charges for registrars; where prescribed by statute have remained at the same level as 2022/23, discretionary charges have increased by CPI. There would be an impact on those wanting to get married which may include certain religious groups.</p> <p>Library fees are to increase by a mixture of inflation (10.1%), market competitive prices, those directly</p>											
--	--	--	--	--	--	--	--	--	--	--	--	--

	<p>set by the British library, or no change from 2022/23. The fees which are increasing by inflation are for advertising within the library. The majority of fees which impact upon an individual have no change from 2022/23 as such there is not deemed to be any negative impacts across all characteristics.</p> <p><u>Environment and Climate Change Committee</u></p> <p>There is an impact within parking fees and charges, and this is detailed in this document.</p> <p>For Greenspaces there is an impact on age and this is detailed in this document.</p> <p>Street Scene have an average proposed increase of 4%, there is not deemed to be any negative impacts across all characteristics.</p> <p>Street Lighting (advertising), EV Charging: no impact is expected on any protected characteristic.</p> <p>Cemetery and Crematorium: There is an impact and this is detailed in this document.</p> <p>Highways: no impact is expected on any protected characteristic.</p> <p>Trading Standards and Licensing: no impact is expected on any protected characteristic.</p> <p>Environmental Health: no impact is expected on any protected characteristic.</p> <p><u>Housing and Growth Committee</u></p>											
--	--	--	--	--	--	--	--	--	--	--	--	--

	<p>Hendon Town Hall/Colindale Office: no impact is expected on any protected characteristic. This change to a more flexible booking may have a positive impact on those wishing to book rooms for a shorter time saving them money on a day or half days booking.</p> <p>Land Charges: no impact is expected on any protected characteristic.</p> <p>Strategic Planning and Regeneration: no impact is expected on any protected characteristic.</p> <p>Private Sector Housing: no impact is expected on any protected characteristic.</p> <p><u>Policy and Resources Committee</u></p> <p>Planning: no impact is expected on any protected characteristic.</p> <p>Building Control: no impact is expected on any protected characteristic.</p> <p>Electoral register: no impact is expected on any protected characteristic.</p> <p>The full EqIA can be found here.</p>											
--	---	--	--	--	--	--	--	--	--	--	--	--

	Description of proposals	Overall Outcome of EQIA	Age	Disability	Gender	Pregnancy and	Race / Ethnicity	Religion or belief	Sex	Sexual orientation	Marital status	Other key groups
--	--------------------------	-------------------------	-----	------------	--------	---------------	------------------	--------------------	-----	--------------------	----------------	------------------

		including mitigation										
Leisure Services Fees and charges	<p>An EqIA has been conducted on a proposed increase to leisure pay and play fees and charges (F&C) from January 2023. This is an exercise that is conducted annually in partnership with GLL (London Borough of Barnet's contracted leisure operator), which is ratified by Policy and Resources Committee and subsequently approved by the Adults & Safeguarding Committee.</p> <p>This F&C review has been based on a maximum percentage increase of up to 10.1% (CPI July 2022). Establishing a maximum percentage increase provides flexibility for pricing points to be increased within a range - averaged at 6.6% - 10.1% within the appended F&C 2023 spreadsheet. This subsequently safeguards and supports continued access to leisure provision for residents, especially those from protected characteristic groups.</p> <p>The Fit & Active Barnet (FAB) Card provides discounts to leisure-based activities in the borough, and these are further enhanced for residents who meet the concessionary criteria e.g., older people (55+), full time students, those in receipt of benefits, disabled, carers (including foster), looked after children and young people, and those who are care experienced.</p> <p>It is proposed that casual swimming is increased by 10.1%. The rationale for this is a result of increased energy prices and subsequent operational costs to operate pools across the boroughs leisure portfolio (with an estimated subsidy of c.£5.54 per head). It is</p>	Minor Negative impact	-	-	0	-	-	0	0	0	0	0

	<p>further proposed that racket sports and hire of a sports hall, pitch and multi-use games area are also increased up to 10.1%. These facilities are typically used by two to 14 players (activity dependant), therefore an increase of up to 10.1% will subsequently result in a share of any price inflation, thus keeping access to leisure services affordable.</p> <p>Any resulting negative impact in price increases will be alleviated by discounts related to the FAB Card (as detailed above).</p> <p>To further mitigate any negative cost impact, monthly (direct debit) membership options are available across leisure facilities operated by GLL which offer value for money for regular leisure centre use. This is in addition to GLL delivering subsidised/free health and community-based activities that are accessible to Barnet residents.</p> <p>The Full EqIA can be found here.</p>											
--	---	--	--	--	--	--	--	--	--	--	--	--

7. Analysis of the cumulative equalities impact

For the 2023/24 budget there are ten savings and income proposals for which EqlAs have been conducted; three of these are continuation of a previous business planning initiative. Overall, seven EqlAs have forecasted the outcome of a positive impact and three are forecast to give a minor negative impact.

It is anticipated that there could be cumulative equalities impact on three protected characteristics -age, disability, and pregnancy and maternity leave -this due to accumulation of impact on these groups in terms the Fees and Charges EqlAs and the Adult Social Care Debt Project. However, there are some cumulative positive impacts. Alongside the protected characteristics carers may be positively impacted have been identified.

Further details on all the EqlAs and their impacts and any identified mitigating actions can be found in the following tables in this section, and in the conclusions under section 9 of this report.

Age

Six out of the ten EqlAs completed show a positive impact on specific age groups (young people, older people, and people of working age), details of which can be found in Table One below.

Three out of the ten EqlAs completed showed a possible a minor negative impact, these are relating to:

- the introduction to the of the Adults Social Dare Debt Recovery Policy
- the impact of increasing Fees and Charges and the possible impact on dependants (children and young people)' when increasing Fees and charges in Children Centres and Green Spaces sports facilities in our parks, and older resident in on older residents in terms of increase of fees and charges in Cemeteries and Crematoriums with increases fees
- the impact of increasing Leisure Services Fees and Charges on different age groups, specifically dependents (children and young people) and older people with limited income/pensioners.

These impacts have been thoroughly considered and the following mitigations have been identified. It is anticipated that further mitigations will be put in place as and when proposals and projects develop.

Table one over the page illustrates the impacts on age and the mitigating actions where there is a possible negative impact

Table one: Age - Positive, negative impacts and mitigations		
Ref.	Impact	Mitigation
<p>A&S 13: Procurement of care and support at Atholl House Extra Care Housing Scheme in Burnt Oak</p>	<p>Positive impact: Overall, this should have a positive impact on older adults' quality of life.</p> <p>The majority of scheme residents will be older people (a significant proportion of whom will have dementia). For this age group, the scheme will have a significant positive impact in that it will:</p> <ul style="list-style-type: none"> • maximise choice, offering an independent living option which is alternative to residential care • maximise independence, with residents being able to live in their own home, experience reduced social isolation and increased wellbeing. • provide a home for life, with flexibility in care and support to meet changing need. • enable couples to remain living together, whereas this can be difficult in residential care. 	<p>None required</p>
<p>A&S 22: Progression for people with a Learning Disability</p>	<p>Positive impact: Overall, this should have a positive impact on adults quality of life</p> <p>Adults of all ages may be impacted by this proposal, although based on the current demographic of adults with a learning disability in receipt of services, it is likely that this will affect a disproportionate number of 'working age' Adults. While some service users may be initially less satisfied if they receive lower levels of support / more independence-focussed support, overall, this should have a positive impact on people's quality of life.</p>	<p>Any negative impacts will be minimised by our person-centred approach to social work, with assessments considering of people's goals and wishes.</p> <p>Each service user will have their case individually reviewed and assessed as to their needs. Changes to support plans will only be made following negotiation and agreement with the service user and relevant family / carers. Risk assessments will be carried out to mitigate all risks. Those carrying out assessments and support planning will consider social needs and identify other ways in which these needs can be met. Any negative impacts are minimised by our person-centred approach to</p>

Table one: Age - Positive, negative impacts and mitigations		
Ref.	Impact	Mitigation
		social work, with assessments considering of people's goals and wishes.
A&S 31: Enhanced Prevention Offer	<p>Positive impact: Overall, this should have a positive impact on adults quality of life.</p> <p>Adults of all ages may be impacted by this proposal, although based on the current demographic of new service users, it is likely that this will affect a disproportionate number of adults aged 65+. While some service users may be less satisfied if they receive lower levels of support / more independence-focused support, overall, this should have a positive impact on people's quality of life.</p>	Any negative impacts will be minimised by our person-centred approach to social work, with assessments considering of people's goals and wishes. .
A&S32 Progression for people with a Mental Health support	<p>Positive impact: Overall, this should have a positive impact on adults quality of life.</p> <p>Adults of all ages may be impacted by this proposal, although based on the current demographic of adults with mental health conditions in receipt of services. There are more</p>	Any negative impacts will be minimised by our person-centred approach to social work, with assessments considering of people's goals and wishes.

Table one: Age - Positive, negative impacts and mitigations		
Ref.	Impact	Mitigation
	<p>'working age' than 'older adults' receiving Mental Health Services.</p> <p>While some service users may be less satisfied if they receive lower levels of support / more independence-focussed support, overall, this should have a positive impact on people's quality of life.</p> <p>.</p>	
<p>A&S35 Adult Social Care Debt Recovery</p>	<p>Minor Negative Impact: Overall Adults of all ages may have some 'minor' impact by this proposal, although based on the current demographic of adults, it is likely that this will affect a disproportionate number of '65+' Adults. This is not expected to have a negative impact on service delivery but may impact on customer satisfaction.</p> <p>Older adults, particularly frail people receiving care services can find financial transactions and communication confusing and may not act on them appropriately, causing potential financial difficulties. Older adults sometimes have a legal representative (POA/LPOA, Appointee ship / Deputyship) or unofficial person helping them manage their financial affairs.</p> <p>The Care Act 2014, set out how LA can charge for the cost incurred in meeting social care and support needs. It sets out a framework when not to make a charge and that a financial assessment of the person's resources must be undertaken to determine what they can afford to contribute towards the cost of their care. It sets out the</p>	<p>Evidence has shown that the main reason why older adults have ended up in debt, was not because of their vulnerability or their ability/affordability to pay, but because their financial representative had chosen not to pay. This policy goes some way to mitigate against this risk. Where a representative fails to make three consecutive payments, the invoice would be readdressed back to the service user and an officer will make contact to establish the best way forward. This will include, where necessary a Mental Capacity Assessment and exploration of other formal route to managing service user's financial affair.</p>

Table one: Age - Positive, negative impacts and mitigations		
Ref.	Impact	Mitigation
	detail with regards to financial assessments and how to calculate what a person can afford.	
A&S38 Employment and Day Opportunities	<p>Positive impact: All adults of working age accessing services will have the opportunity to benefit from the proposal as it aims to provide new day services and employment opportunities for this group.</p> <p>Young adults Feedback from young adults and their families have identified that younger adults would like to be able to do activities and develop networks with people of a similar age. Person-centred services will enable younger adults to better tailor their support to meet their specific needs. Young adults (aged 18-25 years) who may have either low needs or very complex needs will benefit from having a menu of person-centred options to support them to progress to greater independence by: developing their skills and confidence; supporting them to access education and employment; developing their social networks and supporting them to be an active part of their local community.</p>	<p>To mitigate any negative impact the council has consulted and worked with autistic people to identify the types of roles young people would like to access and are now working to identify job roles across Education, Health, Care and the Voluntary Sector and supporting employers with training and advice. We have also worked with autistic adults to identify challenges they may face in entering or staying in employment, they want face to face local holistic support covering employment, welfare rights and housing and we are working with to address some of these challenges through increased awareness of duties under equalities legislation to make reasonable adjustments. This dialogue is ongoing and helping to shape our commissioning plan for employment and day opportunities.</p> <p>Bright Futures includes an employment service and works alongside the Autism Advisors service funded by NHS North Central London ICB</p>
H&G8: Acquisition of affordable housing from the open market	<p>Positive Impact: This proposal will have a positive impact on older residents.</p> <p>With the council acquiring units itself, it is better able to ensure a type and quality of homes to meet the requirements of those in housing needs, specifically suitable for older people.</p>	None required

Table one: Age - Positive, negative impacts and mitigations		
Ref.	Impact	Mitigation
All Fees and charges excluding Leisure Services	<p>Minor negative impact:</p> <p><u>Children’s Centres</u></p> <p>There may be a minor impact to age groups, specifically dependents (children and young people). The increase is 6%, which is below inflation. There is a holiday activity fund in place to support vulnerable families.</p> <p><u>Greenspaces</u></p> <p>There is an increase on fees and charges in relation to sport e.g. football, cricket. This is deemed to have a negative impact on younger age groups. However, the increase is below inflation and capped at 3.5%.</p> <p><u>Cemeteries and Crematoriums</u></p> <p>There is likely to be an impact on older age groups.</p>	<p>The council has recently launched the Barnet Resident Support Fund, where residents can apply for financial support to help with the rising cost of living.</p> <p>To help mitigate any negative impact individual services will also monitor any impact on service users.</p>
Leisure Services Fees and charges	<p>Minor negative impact</p> <p>An increase in fees and charges may have a minor impact to age groups, specifically dependents (children and young people) and older people with limited income/pensioners</p>	<p>Applying a variable increase to pricing points provides the flexibility to reduce the negative impact to age groups where cost may be a barrier to participation.</p> <p>The FAB Card is a free membership available to all residents that provides discounts on base prices for adults, juniors, and concessions.</p> <p>Free swimming is available for U8’s and £1 swimming for 8 – 15-year-olds (Mon – Sat during public swim sessions). U5’s swim for free. Carers (including foster carers), children and young people that are looked after, and those that are care experienced have access to free swimming at all times during public swim sessions.</p>

Disabilities

Seven out of the ten EqlAs completed show a positive impact on people with disabilities, details of which can be found in Table two below.

Three out of the ten EqlAs completed showed a possible a minor negative impact people with disabilities, these are relating to:

- the introduction to the of the Adults Social Dare Debt Recovery Policy
- increasing Fees and Charges in parking
- increasing Leisure Services Fees and Charges.

These impacts have been thoroughly considered and the following mitigations have been identified. It is anticipated that further mitigations will be put in place as and when proposals and projects develop.

Table two below illustrates the impacts on people with disabilities and the mitigating actions where there is a possible negative impact.

Table two: Disabilities - Positive, negative impacts and mitigations		
Ref.	Impact	Mitigation
A&S 13: Procurement of care and support at Atholl House Extra Care Housing Scheme in Burnt Oak	<p>Positive impact: The scheme is designed for older people with various health conditions and frailty, and for younger adults with disabilities (for whom living in an older people setting would be appropriate).</p> <p>The whole scheme is fully accessible to wheelchair users with:</p> <ul style="list-style-type: none"> • 100% wet-room bathrooms with shower only • two lifts to facilitate emergency exit • strengthened ceilings in bedrooms for hoists as required • other facilities compliant with lifetime homes. 	None required

Table two: Disabilities - Positive, negative impacts and mitigations		
Ref.	Impact	Mitigation
	<p>There are a number of flats that have been specifically allocated for wheelchair users. The flats allocated for wheelchair users will have kitchens that allow for the surfaces to be lowered and raised, plug sockets at a height appropriate for wheelchair users and hallway space for electronic wheel chairs to be charged.</p> <p>For disabled people, the scheme will have significant positive impact in that it will:</p> <ul style="list-style-type: none"> • maximise choice, offering an independent living option which is alternative to residential care • maximise independence, with residents being able to live in their own home, experience reduced social isolation and increased wellbeing. • provide a home for life, with flexibility in care and support to meet changing need. • enable couples to remain living together, whereas this can be difficult in residential care. 	
<p>A&S 22: Progression for people with a Learning Disability</p>	<p>Positive impact: Overall this work is anticipated to have a positive impact on people with a disability by improving independence, supporting individuals in gaining and maintaining employment, and reducing the intrusiveness of care.</p> <p>All clients impacted by this proposal will have some form of disability. While some service users may be initially less satisfied if they receive lower levels of support / more independence-focussed</p>	<p>Any negative impacts will be minimised by our person-centred approach to social work, with assessments considering of people’s goals and wishes.</p> <p>Each service user will have their case individually reviewed and assessed as to their needs. Changes to support plans will only be made following discussion with the service user and relevant family / carers. Risk assessments will be carried out to mitigate all risks. Those carrying out assessments and support planning</p>

Table two: Disabilities - Positive, negative impacts and mitigations		
Ref.	Impact	Mitigation
	support, overall, this should have a positive impact on people's quality of life.	will consider social needs and identify other ways in which these needs can be met
A&S 31: Enhanced Prevention Offer	<p>Positive impact: Overall, this should have a positive impact on people with a disability quality of life.</p> <p>The majority of new services users have needs for care and support, the highest proportion having physical support needs. While some service users may be less satisfied if they receive lower levels of support / more independence-focussed support, overall, this should have a positive impact on people's quality of life</p>	Any negative impacts will be minimised by our person-centred approach to social work, with assessments considering of people's goals and wishes. one required
A & S32 Progression for people with a Mental Health support	<p>Positive impact: Overall, this should have a positive impact on people with a disability quality of life. Whilst not all people in receipt of mental health services will be registered as disabled, we can assume that almost all have a "mental impairment that has a substantial and long-term adverse effect on [their] ability to carry out normal day-to-day activities". While some service users may be less satisfied if they receive lower levels of support / more independence-focussed support, overall, this should have a positive impact on people's quality of life</p>	Any negative impacts will be minimised by our person-centred approach to social work, with assessments considering of people's goals and wishes

<p>A&S35 Adult Social Care Debt Recovery</p>	<p>Minor Negative Impact: Not expected to have a negative impact on service delivery but may impact on customer satisfaction.</p> <p>Many disability groups may be disproportionately affected as they do not have access to and use of bank account making it harder for them to manage their money effectively. Similarly, some disabilities may lead to general difficulties in managing financial affairs and/or in understanding financial transactions and communication. Those with hearing or visual impairment may also have other requirements.</p> <p>It is the Care Act 2014, that sets out how LA can charge for the cost incurred in meeting social care and support needs. It sets out a framework when not to make a charge and that a financial assessment of the person's resources must be undertaken to determine what they can afford to contribute towards the cost of their care. It sets out the detail with regards to financial assessments and how to calculate what a person can afford.</p>	<p>The council have evidence that highlights the main reason why adults with some disabilities have ended up in debt, was not because of their vulnerability or their ability/affordability to pay, but rather their financial representative had chosen not to pay.</p> <p>This policy goes some way to mitigate against this risk. Where a representative fails to make three consecutive payments, the invoice would be readdressed back to the service user and an officer will make contact to establish the best way forward. This will include, where necessary an MCA and exploration of other formal route to managing service user's financial affair.</p> <p>As part of the ASC debt recovery Policy, we have set out an MDT Panel that looks at individual cases, and the ability and personal circumstances of everyone to pay. Each service user will have their case individually reviewed and decision made based on ALL evidence available.</p>
<p>A&S38 Employment and Day Opportunities</p>	<p>Positive Impact: The proposal will have a positive impact on disabled people: People with learning disabilities will benefit from having a range of person-centred options that will enable them to have greater choice about how they spend their day. They will benefit from there being a tailored and bespoke carved employment offer that will support their skills and knowledge, enabling them to increase their independence, support them to have an active role in the community, support</p>	<p>None required</p>

	<p>them to access training and volunteering opportunities and to retain employment</p> <p>People with learning disabilities will benefit from having employment support through close work with employers to carve out identify sustainable employment opportunities.</p> <p>People with profound and multiple learning and physical disabilities (PMLD) who also have additional complex needs could benefit from having specialist skilled support to support their physical and emotional wellbeing, to give them greater choice in how they spend their day, enabling them to access the community. They will benefit from being supported by providers who are experienced in using assistive technology and sensory programmes to improve outcomes for people with complex needs. There will be learning (PMLD)</p> <p>Autism People with autism will benefit from having providers that have the skills and knowledge to enable them to increase their independence, support them to have an active role in the community and to gain employment, training or volunteering opportunities.</p> <p>Physical disability and sensory impairment People with physical disabilities and will benefit from having providers that have the skills and knowledge to enable them to increase their independence, support their physical and emotional wellbeing, support them to remain well and to have an active</p>	
--	---	--

	<p>role in the community and to gain employment, training or volunteering opportunities.</p> <p>Mental health Adults with severe and enduring mental illness face considerable social exclusion. This is evidenced through high rates of unemployment, social isolation, poorer physical health and insecure housing arrangement.</p> <p>Retaining employment, securing a job, managing debt and having a secure home are key parts of recovery for adults with mental health conditions.¹ However, employment rates for individuals with mental health</p> <p>People with mental health conditions who require a period of additional support beyond the mainstream offer and the enablement offer provided by the mental health social care teams, will benefit from having access to intensive employment support services that can respond to people’s individual needs and supported them to gain or retain employment.</p>	
<p>A&S39 Increased joint working with housing to increase access to social housing</p>	<p>Positive Impact: The proposal will have a positive impact on disabled people, who are more likely to access care and support services than the non-disabled population. Disabled people are also at greater risk of homelessness.</p> <p>Greater opportunities to access housing tenancies will give people more options to live independently.</p>	<p>None required</p>

	People with learning disabilities are more likely to be living independently in Barnet compared to the national and regional averages, however there are still opportunities to support more people to do so.	
H&G8: Acquisition of affordable housing from the open market	Positive Impact: The proposal will have a positive impact on disabled people, wWith the council acquiring units itself, it is better able to ensure a type and quality of homes to meet the requirements of those in housing needs, specifically properties suitable for disabled (including wheelchair adapted) homes.	None required
All Fees and charges excluding Leisure Services	Minor negative impact: <u>Parking</u> There may be a minor impact to people with a disability and/or long-term health conditions, especially those on low income/in receipt of benefits. This is mitigated by subsidised or free parking for blue badge holders.	The Council has recently launched the Barnet Resident Support Fund, where residents can apply for financial support to help with the rising cost of living. To help mitigate any negative impact individual services will also monitor any impact on service users.
Leisure Services Fees and charges	Minor negative impact An increase fees and charges may have a minor impact to people with a disability and/or long-term health conditions, especially those on low income/in receipt of benefits.	Applying a variable increase to pricing points provides the flexibility to reduce the negative impact to people with a disability and/or long-term health condition where cost may be a barrier to participation. The FAB Card is a free membership available to all residents that provides discounts on base prices for adults, juniors, and concessions .

Marriage and Civil Partnership

One out of the ten EqIAs completed showed a possible minor negative impact on Marriage and Civil Partnership due to the terms of the increased charges in registrars and the possible negative impact this may have on people who want to get married.

The impacts have been thoroughly considered and the following mitigations have been identified.

Table three below illustrates the impacts on sex and the mitigating actions where there is a possible negative impact.

Table three: Marriage and Civil Partnership – Positive and negative impacts and mitigations		
Ref.	Impact	Mitigation
All Fees and charges excluding Leisure Services	Minor negative impact: <u>Registrars</u> There may be a minor negative impact on people wanting to get married.	The Council has recently launched the Barnet Resident Support Fund, where residents can apply for financial support to help with the rising cost of living. To help mitigate any negative impact individual services will also monitor any impact on service users.

Pregnancy and maternity leave

Two out of the ten EqIAs completed showed a possible minor negative impact on people who are Pregnancy and maternity leave due to increased Fees and charges in parking Leisure services. The impacts have been thoroughly considered and the following mitigations have been identified.

Table four below illustrates the impacts on Pregnancy and maternity leave and the mitigating actions where there is a possible negative impact.

Table four: Pregnancy and maternity leave – Positive and negative impacts and mitigations		
Ref.	Impact	Mitigation
All Fees and charges excluding Leisure Services	Minor negative impact: <u>Parking</u> May have an adverse disproportionate effect people who are Pregnant or on maternity leave, ability to use alternatives methods of transport is hampered.	The council has recently launched the Barnet Resident Support Fund, where residents can apply for financial support to help with the rising cost of living.

Table four: Pregnancy and maternity leave – Positive and negative impacts and mitigations		
Ref.	Impact	Mitigation
		To help mitigate any negative impact individual services will also monitor any impact on service users.
Leisure Services Fees and charges	Minor negative impact An increase fees and charges may have a minor impact to people who are pregnant or on maternity leave.	The FAB Card is a free membership available to all residents that provides discounts on base prices for adults, juniors, and concessions .

Race /Ethnicity

Three out of the ten EqlAs completed show a positive impact on Race /Ethnicity, details of which can be found in Table five below.

One out of the ten EqlAs completed showed a possible a minor negative impact, this was in relation to the impact of increasing Leisure Services Fees and Charges.

The impact has been thoroughly considered and the following mitigations have been identified. It is anticipated that further mitigations will be put in place as and when proposals and projects develop.

Table five below page illustrates the impacts on people from different ethnic back grounds and the mitigating actions where there is a possible negative impact.

Table Five: Race and ethnicity – Positive, negative impacts and mitigations		
Ref.	Impact	Mitigation
A&S 13: Procurement of care and support at Atholl House Extra Care Housing	Positive impact: The service specification will require personalised care and support to be provided in a culturally appropriately manner to meet the needs of Barnet’s diverse communities.	None required

Table Five: Race and ethnicity – Positive, negative impacts and mitigations		
Ref.	Impact	Mitigation
Scheme in Burnt Oak	People of all ethnic groups will be admitted to the scheme, and this will be reflected in the allocations policy. Places will be allocated on the basis of need, and not on the basis of race / ethnicity.	
A&S38 Employment and Day Opportunities	<p>Positive impact: Adults of all racial and ethnic background may be impacted by this proposal and based on current demographics of service users compared to the overall makeup of the Barnet population, no disproportionate impact is expected.</p> <p>The proposal supports the council’s Equalities, Diversity and Inclusion principle of an inclusive and cohesive borough and the development of inclusive communities</p>	<p>Negative impacts will be minimised by our person-centred approach to social work, with assessments considering people’s goals and wishes.</p> <p>Person centred support plans will also enable service users to specify any specific support requirements they need to enable them to meet cultural needs.</p>
A&S39 Increased joint working with housing to increase access to social housing	<p>Positive Impact:</p> <p>Adults of all racial and ethnic background may be impacted by this proposal and based on current demographics of service users compared to the overall makeup of the Barnet population, no disproportionate impact is expected.</p>	<p>Any negative impacts will be are minimised by our person-centred approach to social work, with assessments considering people’s goals and wishes.</p> <p>Person centred support plans will also enable service users to specify any specific support requirements they need to enable them to meet cultural needs.</p>
Leisure Services Fees and charges	<p>Minor negative impact:</p> <p>An increase in fees and charges may have a minor impact to Black, Asian, and Minority Ethnic residents, specifically if from LESG.</p>	<p>Applying a variable increase to pricing points provides the flexibility to reduce the negative impact to Black, Asian, and Minority Ethnic groups where cost may be a barrier to participation.</p> <p>The FAB Card is a free membership available to all residents that provides discounts on base prices for adults, juniors, and concessions.</p>

Religion or belief

Two out of the ten EqIAs completed show a positive impact on Religion or belief, details of which can be found in Table six below.

One out of the ten EqIAs completed showed a possible a minor negative impact, this was in relation to the impact of increasing Fees and Charges in Registrars that could impact on those wanting to get married which may include certain religious groups.

The impact has been thoroughly considered and the following mitigations have been identified. It is anticipated that further mitigations will be put in place as and when proposals and projects develop.

Table six below illustrates the impacts on people from different ethic back grounds and the mitigating actions where there is a possible negative impact.

Table Six: Religion or belief – Positive, negative impacts and mitigations		
Ref.	Impact	Mitigation
A&S 13: Procurement of care and support at Atholl House Extra Care Housing Scheme in Burnt Oak	<p>Positive impact: The service specification will require personalised care and support to be delivered in a culturally sensitive way, taking into account each resident’s religion or belief.</p> <p>People of all faiths or none will be admitted to the scheme, and this will be reflected in the allocations policy. Places will be allocated on the basis of need, and not on the basis of religion or belief.</p> <p>It is not possible to determine the proportion of people of different religions / beliefs that will enter the scheme.</p>	None required
A&S39 Increased joint working with housing to increase access	<p>Positive impact: Overall, this should have a positive impact on people’s quality of life. Adults of all racial and ethnic background may be impacted by this proposal, but based on current demographics of service users,</p>	While some service users may be less satisfied if they receive lower levels of support / more independence-focused support, Negative impacts are minimised by our person-centred approach to social work, with assessments considering of people’s goals and wishes.

Table Six: Religion or belief – Positive, negative impacts and mitigations		
Ref.	Impact	Mitigation
to social housing	White ethnicity service users are in majority and will be proportionately impacted.	Culturally appropriate community support and care services will continue to be available to all service users - for example home carers who understand their cultural background and are able if needed to speak their language if English is not their first language.
All Fees and charges excluding Leisure Services	Minor negative impact: <u>Registrars</u> There would be an impact on those wanting to get married which may include certain religious groups.	The Council has recently launched the Barnet Resident Support Fund, where residents can apply for financial support to help with the rising cost of living. To help mitigate any negative impact individual services will also monitor any impact on service users.

Sex

Fiver out of the ten EqlAs show a possible positive impact on sex, details of which can be found in Table seven. Three below. There were no negative impacts on sex. The impacts have been thoroughly considered and the following mitigations have been identified.

Table seven below illustrates the impacts on sex and the mitigating actions where there is a possible negative impact.

Table seven: Sex – Positive and negative impacts and mitigations		
Ref.	Impact	Mitigation
A&S 13: Procurement of care and support at Atholl House Extra Care Housing Scheme in Burnt Oak	<p>Positive impact: The scheme will have positive impact on all potential residents regardless of sex.</p> <p>Due to the higher proportion of women among Barnet’s older people population, it is likely that there will be a slightly higher proportion of women than men living in the scheme due to the following factors:</p> <ul style="list-style-type: none"> • There are more women than men in the older population in Barnet. • As age increases, the ratio of women to men in the Barnet population increases, and dementia becomes more common with age. • More women than men are affected by health issues and therefore are more likely to have care needs. • Women are more likely to develop dementia than men. This is mostly because women tend to live longer than men and as dementia becomes more common with age, more women develop the condition. 	None required
A & S 22: Progression for people with a Learning Disability (formerly: ‘Support for Working age adults’	<p>Positive impact: Overall, this should have a positive impact on both sexes’ quality of life.</p> <p>Adults of both sexes may be impacted by this proposal, however there is a greater proportion of males in this cohort. While some service users may be less satisfied if they receive lower levels of support / more independence-focussed support, overall, this should have a positive impact on people’s quality of life.</p>	Any negative impacts are minimised by our person-centred approach to social work, with assessments considering of people’s individual goals and wishes.

Table seven: Sex – Positive and negative impacts and mitigations		
Ref.	Impact	Mitigation
A&S 31: Enhanced Prevention Offer	<p>Positive impact: Overall, this should have a positive impact on both sexes' quality of life and levels of independence.</p> <p>Adults of both sexes may be impacted by this proposal, however there is a greater proportion of females in this cohort. While some service users may be less satisfied if they receive less formal / traditional forms of support, overall, this should have a positive impact on people's quality of life and levels of independence</p>	Any negative impacts are minimised by our person-centred approach to social work, with assessments considering of people's goals and wishes.
A&S32 Progression for people with a Mental Health support	<p>Positive impact: Overall, this should have a positive impact on both sexes' quality of life.</p> <p>Adults of both sexes may be impacted by this proposal, however there is a greater proportion of males in this cohort. Proportionately more males will be subject to regular</p> <p>While some service users may be less satisfied if they receive lower levels of support / more independence-focussed support, overall, this should have a positive impact on people's quality of life review and strengths-based provision of care.</p>	Any negative impacts are minimised by our person-centred approach to social work, with assessments considering of people's goals and wishes.
A&S35 Adult Social Care Debt Recovery	<p>Positive impact: Adults of both sexes may be impacted by this proposal, however there is a greater proportion of female in this cohort. This proposal will not have a negative impact on service delivery for this group but may impact on customer satisfaction.</p>	None required

Table seven: Sex – Positive and negative impacts and mitigations		
Ref.	Impact	Mitigation
A&S38 Employment and Day Opportunities	Positive impact: The scheme will have positive impact on all potential residents regardless of sex.	None required
A&S39 Increased joint working with housing to increase access to social housing	Positive impact: The scheme will have positive impact on all potential residents regardless of sex.	None required

Other key groups

There are four other key identified groups that may experience positive impact from the 2023/24 saving and income proposals. These include Carers, people with a low income, and unemployed.

Further details are provided below:

Positive impact:

- A&S 13, Procurement of care and support at Atholl House Extra Care Housing Scheme in Burnt Oak: Carers, People with mental health issues, and people on low income may experience a positive impact
- A&S 22, Progression for people with a Learning Disability: Carers may experience a positive impact.
- A&S 31, Enhanced Prevention Offer: Carers, may experience a positive impact.
- A&S 32, Progression for people with a Mental Health support need:
- A&S 38, Employment and day opportunities: Carers, may experience a positive impact
- A&S 39, Increased joint working with housing to increase access to social housing, Carers, may experience a positive impact.
- A&S 39, Increased joint working with housing to increase access to social housing, Carers, may experience a positive impact.

Negative impact

- All Fees and Charges, lone parents, residents who are unemployed or on benefits may experience a minor negative impact.

8. Results from the budget consultation

The council consulted on its 23/24 budget between 23 December 2022 and 4 February 2023. A total of 140 individuals responded to the Budget Consultation survey, and one written e mail was received.

A break-down of respondents by protected characteristic is provided in the accompanying Appendix G. Due to the completion of the questions on protected characteristics, it has not been possible to analyse the survey results by protected characteristics.

9. Conclusions

For the 2023/24 budget, ten saving / income proposals carried out EqlAs. Overall, seven EqlAs have forecasted the outcome of an outcome of positive impact and three are forecast to give a minor negative impact.

Analysis of the cumulative effect of these EqlAs on residents has been summarised below:

- Overall, it has been identified that there may be some cumulative negative impact on older residents, younger residents, and dependents (children and young people), disabled residents, and residents who are pregnant who are on maternity leave.
- In addition to those with protected characteristics, the following groups may be negatively impacted by the 23/24 budget: lone parents, and residents who are unemployed or on benefits.
- It has also identified some cumulative positive impacts. These were on older people, those with disabilities and sex being positively impacted by the proposed changes.

The CEqlA underlines that as the council takes some difficult decisions about service provision, we identify and take practical steps to mitigate, wherever possible, any negative impacts of specific proposals for our residents including the protected characteristics and other vulnerable groups.

The council is satisfied that this CEqlA demonstrates how we have paid due regard to equalities, analysed the individual and cumulative impacts of our proposals, taking account of any negative impact from previous years and making every effort to avoid, minimise and mitigate any negative impacts wherever possible (as outlined in the individual EqlAs). However, given the scale of savings the council is obliged to make, change is inevitable.

10. Looking Forward

The EqlA process is an iterative process. As Budget proposals are implemented, they will be kept under review and further equalities analysis will be undertaken and individual EqlAs updated as these proposals develop.

Appendix 1:

Capital Strategy 2023 - 2030

Contents

Contents

Contents.....	1
1. Purpose of the Capital Strategy	2
2. Barnet 2021-2025.....	Error! Bookmark not defined.
Capital Strategy Outcomes	3
3. Capitalisation Policy and Investment Programme.....	7
4. Capital Financing.....	7
Section 106 (s106) and Community Infrastructure Levy (CIL)	8
Private finance initiative (PFI) / Public private partnerships (PPP).....	8
Borrowing (known as prudential borrowing)	8
5. Governance.....	10
Oversight and decision making	10
Additions to the Capital Programme.....	12
Business cases	12
Property Review Board	12
CIL/S106 Review Board	13
Capital Strategy Board	13
Monitoring and Reviewing the Capital Programme	14
Changes to the Capital Programme	14
a) Deletions	14
b) Slippage & Accelerated Spend	14
6. Treasury Management.....	15
Capital Financing Requirement.....	15
Borrowing Activity.....	15
HRA Debt Limit	16
Minimum Revenue Provision.....	16
7. Corporate Asset Management and Disposal Plans	17
Infrastructure Delivery Plan	18
Development Portfolio.....	18
8. Commercial & Investment Strategy	19
9. Risk Identification and Management.....	20
10. Knowledge and Skills.....	22

1. Purpose of the Capital Strategy

The Capital Strategy 2023/24 underpins the council's Medium-Term Financial Strategy and combined forms a key component of the council's strategic response to the financial challenges it faces and its ambitions for the borough.

It sets out the council's approach to capital investment and provides both a mechanism to ensure capital investment is driven by and aligned with the council's corporate plan and a framework by which decisions on the capital programme are made and monitored.

The objectives of the Capital Strategy are to;

- Maintain an affordable rolling multi-year capital programme;
- Ensure capital resources are aligned with the council's strategic vision and corporate priorities;
- Prioritise the use of Capital resources to maximise outcomes for Residents;
- Use the Infrastructure Delivery Plan (IDP) to inform the strategic vision of the council by prioritising Capital delivery for the next 15 years;
- Maximise available resources by actively seeking appropriate external from the Community Infrastructure Levy (CIL), Section 106 or Grant income;
- Undertake prudential borrowing only when there is enough money to meet, in full, the implications of capital expenditure, both borrowing and running costs; and
- Enable the Council to be agile and competitive in responding to strategic opportunities.

This document sets out how the council will deliver those objectives, including the governance and financing arrangements.

The Capital Strategy is aligned to the Corporate Plan that is being developed.

The draft corporate plan identifies Caring for our People, Places and Planet as key priorities, operating as an engaged and effective council. Decision making in the context of the Borough's Capital Programme will orientate around the delivery of outcomes that align with these priorities.

The Capital Strategy will be reviewed and revised annually, to ensure it reflects the needs and priorities of the council.

2. Corporate Plan

The council's corporate plan that has been developed alongside this strategy sets our vision and strategic priorities for the MTF5 period. This includes outcomes we want to achieve for the borough, the priorities we will focus limited resources on, and our approach for how we will deliver these. Placing People, Place and Planet at the heart of everything we do.

The Infrastructure Delivery plan with the Capital Delivery Plan sets out the council's revised direction and purpose for Capital Delivery. This document has defined a list of developments which will meet the most critical needs and objectives on a priority basis.

The approach to delivery matches what the council wants to achieve, against a backdrop of resources available for us to deliver them. The IDP has a list of core developments that the council will deliver in due course. This list is under constant review and embraces the opportunity to push new schemes forward, to ensure that the local infrastructure matches the growth of the borough.

This section highlights the key aims and achievements of the current Capital Programme, the emphasis of which will evolve and adapt over time.

Capital Strategy Outcomes

The council has allocated over £345.677m of investment for housing matters including housing strategy, homelessness, social housing & housing grants and commissioning of environmental health functions for private sector housing from 2020/21 onwards. Initiatives include:

- Continuing open market purchases of affordable homes. Acquisition of 620 homes over the next 4 years with 250 already completed
- Development of 126 Extra Care homes at affordable rents for vulnerable older people, diversifying Barnet's accommodation to support older people and allow them to remain independent, give them security of tenure and further quality of life;
- 337 homes funded through Right to Buy receipts, GLA grant and HRA borrowing with 94 of those homes due on site by March 2023.
- £2m is supporting the development of a planning application to accelerate the regeneration the North East corner of Grahame Park

- Major repairs work on some of regeneration estates to bring them to compliant and decent home standards, where regeneration projects are not expected to start for several years, including development work to make homes lettable to increase the supply of accommodation in the area.
- Continued investment in building and fire safety improvements to council homes, with a £30m programme identified to medium and low-rise stock following delivery of the £52m programme to high-risk stock
- Continued investment in council homes to ensure the Decent Homes Standard is maintained across the stock, including targeted investment in estate improvements
- Delivering a programme of sustainability improvements to the council stock, in order to contribute to the wider aspirations of the council
- Providing adaptations for properties to make them accessible for tenants

The council has set aside a further £177.034m to continue development on completion of 341 new homes at affordable rent in the borough by 2023 of which 295 are now completed and purchase 500 residential properties in Greater London, to increase the supply of affordable housing for homeless households. 207 of these homes have been acquired.

Delivery of the Brent Cross Cricklewood Regeneration Programme continues. The council has a further £139.373m invested within the overall Brent Cross Programme. Within this total, £10.043m relates to the purchase of land to progress the scheme and £95.544m to complete the Brent Cross West Station construction inclusive of a new Waste Transfer Station. There is £16.29m to be spent on critical infrastructure, which will provide residents and visitors with improved access to the area, pedestrian, cycling and vehicle links across the railway and replace outdated waste and freight facilities. Finally, £17.496m of third-party land acquisitions funded by the Brent Cross Town Joint Venture, that will facilitate the comprehensive regeneration of the 151-hectare area including affordable homes, employment, retail, leisure and social infrastructure such as schools, public realm and green space, offering benefits to both the local population, and wider London.

The council is investing £23.085m within the Hendon Hub (The Burroughs) project, which includes strategic acquisitions and project costs to take the overall scheme forward to delivery. The funds are expected to be recovered if an investor comes on board. The project itself will provide regeneration of buildings in Hendon, and economic, social and place making benefits as well as supporting our strategic partnership with Middlesex University and creating an income stream for affordable and commercial properties. A resolution to grant planning for the scheme was received on 10th January 2022 with determination across 4 applications pending 3 new applications are being prepared to accommodate changes to the Library location. In parallel the project team are undertaking soft market engagement exploring funding opportunities.

The council is spending £9.304m on Disabled Facilities and £3.471m on Assistive Technology for residents, which will also ensure the council meets its statutory duties and prescribed timescales under the Housing Grants, Construction and Regeneration Act 1996.

The council's Children, Education & Safeguarding Committee oversees a capital programme with a budget of £46.787m. The Committee has a wide range of responsibilities for all matters relating to children, schools, and education. Initiatives include;

- Modernisation programme which will oversee improvements to Community school infrastructure;
- Special Educational Need (SEN) Schemes have enabled an additional 126 SEN places to be created since July 2019 as well as the rebuild of the Pupil Referral Unit, and
- The creation of new nursery places and a new children's home.

The Council has delivered a successful Primary and Secondary School Places Capital Investment programme over previous years. This has largely resolved the need across the borough. There remains predicted need in the Colindale area. The Council will be working with partners to agree this need being met.

The Council aspires to source funding and invest in its provision of school facilities for those with Special Educational Needs. This will enable access to good quality education for all children in the borough and avoid the need for dependance on out of borough provision.

The council continues to spend on our Network Recovery Programme, to improve the boroughs highway infrastructure, parking, environment, air quality and traffic flow. Additionally, we are investing a further £5.7m to upgrade the borough wide street lighting, replacing them with LED powered columns which are more environmentally efficient and provide a better night perception.

Barnet's highway network is our largest and most visible community asset and is probably the most used of all our services. It is vital to the economic, social and environmental well-being of our community. The council continues to spend on our Highways Portfolio with:

- £42m on our Network Recovery Programme to maintain and enhance our highway assets- including footways, carriageways, drainage and structures
- £1m of Strategic CIL on a Healthy Routes to Schools Programme to deliver the role out of School Streets
- £1m of Strategic CIL to support and facilitate the delivery of the Barnet Loop- a walking a cycling circular route around the borough
- £450k of CIL per year to support Road Safety and Parking initiatives

The council has established a Strategic Opportunities fund of £13.185m to enable strategic purchases which will help to deliver outcomes that align with the corporate plan and can generate a return to the council.

The council is spending a further £26.8m as part of our Parks and Open Spaces Strategy, which has been developed to guide future investment in parks, ensuring that they are practical and are part of the well-used fabric of the local community. Including planned provision of modern facilities and enhanced outdoor space, contribution to council's strategic commitments to provide additional sports and playing pitches with increased usage by residents and users.

The council has already invested £45m on the creation of two new leisure centres at Barnet Cophall and Victoria Park in New Barnet.

The Council has prioritised £23.5m of investment to transform our town centres, developing great partnerships with local residents and businesses, that will help to shape the design.

The council spent £2.83m upgrading our Waste and Street cleansing vehicles to more fuel-efficient vehicles enabled with routing software to support smarter route planning and execution. The Council is also investing in its facilities to maintain and operate the streetscene services, positioning the service within borough to strengthen continuity and effectiveness of the service to residents.

3. Capitalisation Policy and Investment Programme

Capital expenditure comprises the purchase, construction or improvement of physical assets, such as buildings, land, vehicles and other property, including streetlights and road signs. It also includes grants and advances that the council may make to other bodies for capital purposes. Full details of the council's capitalisation policy are disclosed within the Accounting Policies. These can be found within the Statement of Accounts.

Barnet has an ambitious capital investment strategy. The capital programme anticipates investment of more than £1,034.129m over the next five years. This is summarised in the following table, with full detail included with the council's accounts.

Theme Committee	2022-23	2023-24	2024-25	2025-26	2026-27	Total
	£000	£000	£000	£000	£000	£000
Adults and Safeguarding	4,860	5,000	3,762	0	0	13,621
Housing and Growth (Brent Cross)	73,894	39,597	25,882	0	0	139,373
Children, Education & Safeguarding	13,282	12,173	9,374	5,431	5,821	46,082
Community Leadership and Libraries	461	2,013	0	0	0	2,474
Environment	26,866	30,843	17,864	12,960	0	88,533
Housing and Growth Committee	53,319	135,688	67,911	45,936	860	303,713
Policy & Resources	20,475	18,767	4,770	0	0	44,012
Total - General Fund	193,157	244,081	129,562	64,327	6,681	637,808
Housing Revenue Account	97,969	110,188	76,941	63,848	47,376	396,321
Total - All Services	291,125	354,269	206,504	128,175	54,057	1,034,129

(OBJ)

4. Capital Financing

As mentioned in the previous sections, the council's Capital programme is dynamic and will develop over time; based on priority need and resource availability. For example, CIL funding will be further enabled in future years, as council services communicate with external developers for increased contributions towards infrastructural growth around the local area.

The financing of the capital programme set out in section 3 is summarised as follows:

Theme Committee	Grants	S106	Capital Receipts	RCCO/MRA	CIL	Borrowing (Mayor's Energy Efficiency Fund)	Borrowing (PWLb)	Total
Adults and Safeguarding	9,752	155	38	0	3,471	0	205	13,621
Housing and Growth (Brent Cross)	109,566	0	17,517	1,011	0	0	11,280	139,374
Children, Education & Safeguarding	39,931	2,809	158	0	363	0	2,822	46,082
Community Leadership and Libraries	0	0	0	0	2,363	0	111	2,474
Environment	3,795	6,354	395	0	42,290	0	35,698	88,532
Housing and Growth Committee	54,369	7,938	13,676	491	38,841	11,700	176,698	303,713
Policy & Resources	1	45	166	0	4,183	0	39,617	44,012

Total - General Fund	217,415	17,301	31,949	1,502	91,510	11,700	266,430	637,808
Housing Revenue Account	25,819	3,700	10,989	53,586	0	0	302,228	396,322
Total - All Services	243,234	21,001	42,939	55,088	91,510	11,700	568,867	1,034,129

The council seeks to maximise external funding opportunities, such as grants or section 106, and limiting internal sources, such as revenue funding. Capital funding sources are described below.

External Capital Grants - Grant funding is one of the largest sources of financing for the Capital Programme. Most grants are awarded by Central Government departments, but some are received from external bodies, including The Lottery Fund or Sport England.

Grants can be specific to a scheme, have conditions attached (such as time and criteria restrictions), or for general use.

Capital receipts - The income received over the value of £10,000 from the disposal of Fixed Assets or the repayment of loans for capital purposes is defined as a capital receipt. They can normally only be used to fund capital expenditure or repay debt. Some capital receipts have additional restrictions on their use. The council seeks to obtain the highest possible receipt achievable from each disposal after considering wider community or service benefits. The council ring-fences receipts generated from the disposal of HRA assets to fund HRA projects.

Section 106 (s106) and Community Infrastructure Levy (CIL)

Planning Obligations, commonly referred to as Section 106 agreements, are used to mitigate the impact of unacceptable developments, making them acceptable in planning terms. Section 106 agreements can require the developer to pay money to the council, to address these impacts. For example, by providing funding to mitigate parking or highways impacts.

Community Infrastructure Levy is a fixed charge levied on new development to fund infrastructure. The money can be used to support development by funding infrastructure that the council, local community, and neighbourhoods want.

Private finance initiative (PFI) / Public private partnerships (PPP)

The council makes use of additional Government support through PFI and PPP and has dedicated resources to manage schemes that are funded via this source. The council currently has a street lighting programme that is funded this way.

Borrowing (known as prudential borrowing)

The council can determine the level of its borrowing for capital financing purposes, based upon its own views regarding; the affordability, prudence and sustainability of that borrowing, in line with the CIPFA Prudential Code for Capital Finance. Borrowing levels for the Capital Programme are therefore, constrained by this assessment and by the availability of the revenue budget to meet the cost of this borrowing which is built into the council’s Medium-Term Financial Strategy (MTFS).

Particularly in the case of capital that requires borrowing, there is a need for strong business cases and decision making that is observant of prudential code and investments that potentially leave the Council exposed to debts that cannot be serviced.

The Council will investigate potential use of alternative funding structures such as short-term borrowing and development finance. This could bring forward projects that would otherwise be unachievable under current financing models. At present there is no decision on feasibility

or legality and this will require careful consideration.

Revenue Funding - The council can use revenue resources to fund capital projects on a direct basis. However, given the pressures on the revenue budget of the council, it is unlikely that the council will choose to undertake this method of funding if other sources are available.

5. Governance

Oversight and decision making

The Capital Strategy Board (CSB) has oversight of the council's capital programme. The CSB is an officer body with a remit to discuss capital strategy at a senior director cross cutting level. It takes any decision-making power from the delegated authority of officers attending as set out in the Financial Regulations and the council's Constitution. It makes decisions solely in accordance with the existing priorities agreed in the budgetary framework. It also ensures that necessary consultation is carried out with the council Management Team (CMT) and (P&R) and relevant directors as part of the decision-making process. Any decision or policy that is outside the agreed budget or policy framework is referred to P&R Committee and/or council in accordance with the Constitution.

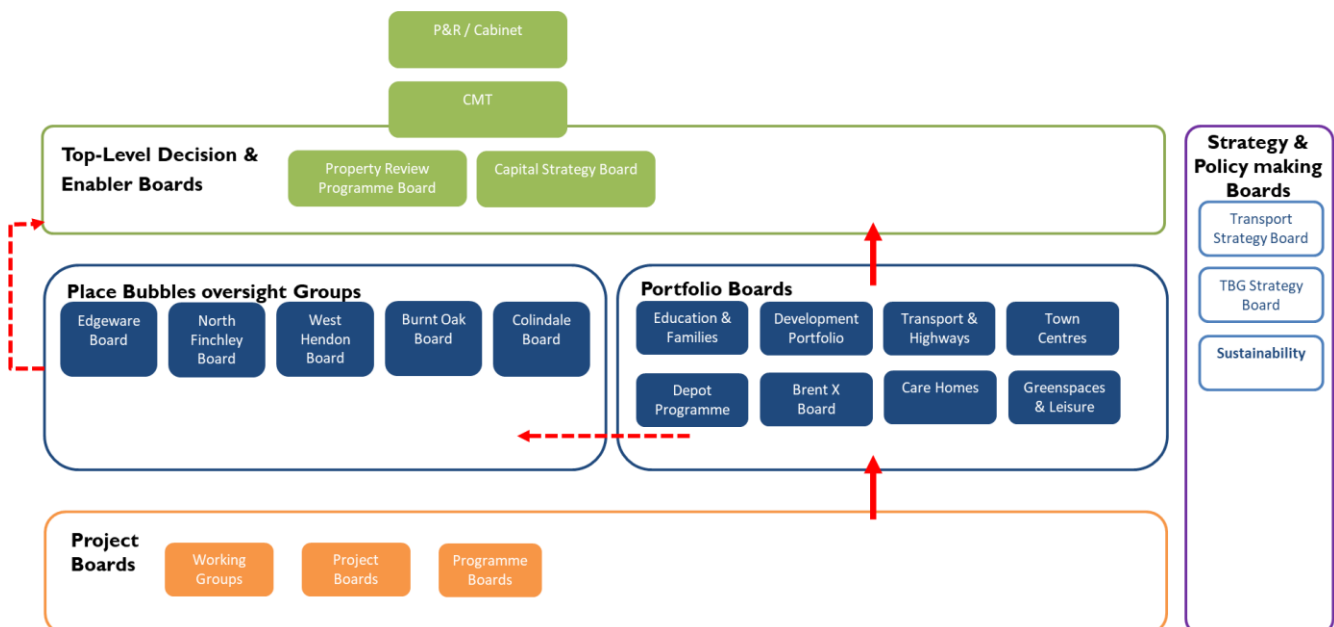
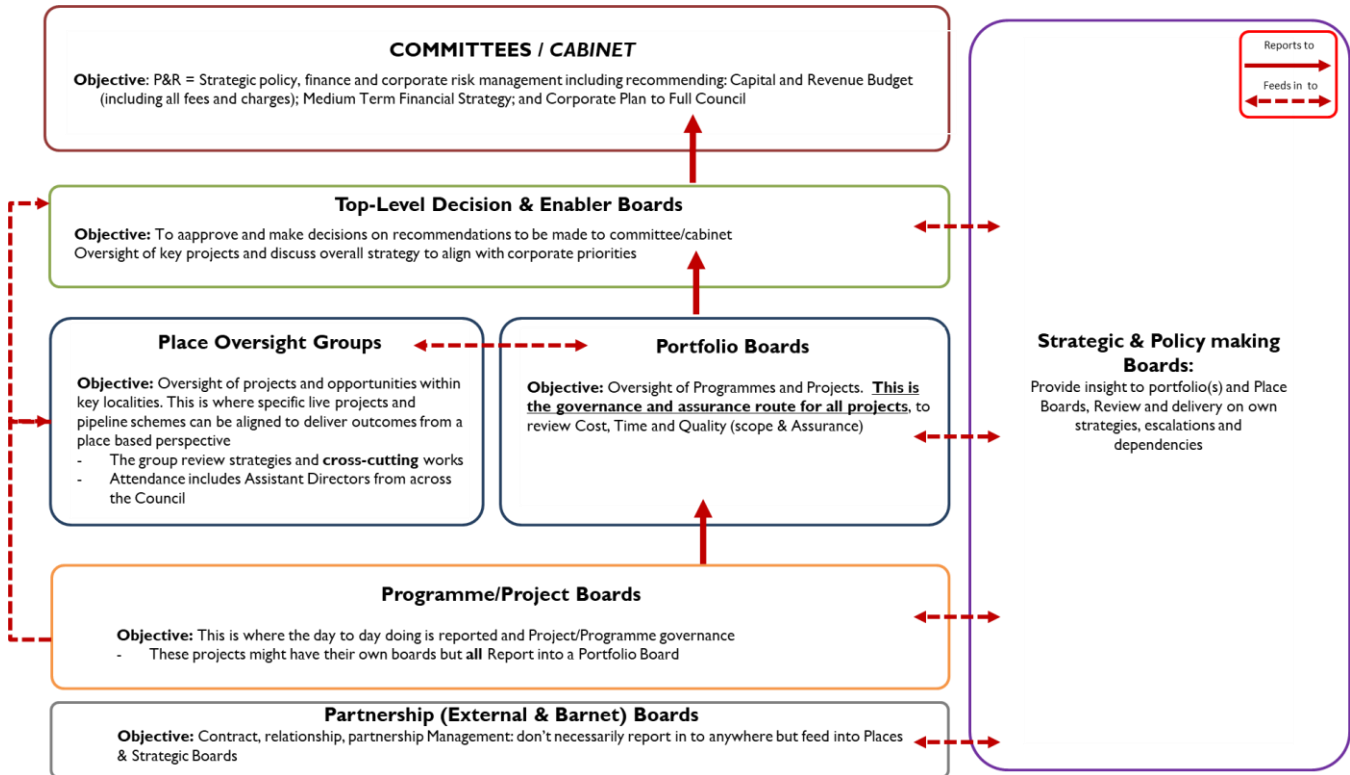
The role of the Capital Strategy Board (CSB) is as follows:

- lead on the development and maintenance of a Capital Strategy that is consistent with council priorities;
- identify and monitor the resources available to fund the capital programme ensuring all approved schemes are fully funded;
- within this framework, develop and manage the Capital Programme; and,
- monitor the progress of the capital programme and key variances between plans and performance.

The CSB reports to the Council Management Team. Decisions are recommended to Policy & Resource Committee who are responsible for strategic policy, finance and corporate risk management including recommending the Capital and Revenue Budget, Medium Term Financial Strategy and Corporate Plan to Full Council.

On occasions, there is a need for decisions that are urgent and opportunistic in nature. On these occasions the decisions will route through the appropriate Council governance in consultation with key Council Officers ensuring there is a sound justification for the decision. Subsequently these decisions will be reported through the channels above retrospectively for audit and record keeping purposes. This more commonly relates to acquisitions and principle of use of the strategic opportunities fund.

An overview of the CSB's governance role and its place in the council's structure is provided in the below diagram:



Additions to the Capital Programme

Throughout the financial year, business areas put forward proposals for new projects that are required to meet the needs of their services for consideration at the Capital Strategy Board.

Service areas must ensure that proposed additions to the Capital Programme go through the following vital steps to ensure their programmes can be presented and approved at Capital Strategy Board.

Business cases

Prior to being presented at CSB, it is essential, especially for large infrastructural projects, that all proposed schemes requiring capital investment prepare a Strategic Outline Case (SOC). There are some council schemes which may not need to do so, as they are of a reactive nature. For example, urgent maintenance and improvements to Care Homes or Borough Highways. For all other Capital Investment, an SOC should be prepared.

As each detailed business case stage is completed it is key to ensure the economic and financial cases are clearly presented. To ensure a reflective presentation of the impact to Barnet as an area and to the council, an investment appraisal, prepared to Her Majesty's Treasury (HMT) Green Book Guidance will be undertaken. It is recommended that this approach be taken on all projects that require procurement through the Find a Tender scheme due to their anticipated cost of works (for 2023 this is £2m). For the year 2023/24, it will be a requirement that capital projects in excess of £10m will need a full investment appraisal and business case approach.

Officers through their knowledge and experience may identify lower value schemes that also require a full investment appraisal, and will recommend this to Policy & Resources Committee accordingly.

The appraisal will include, at a minimum, a full Net Present Value (NPV) calculation as well as modelling the General Fund (GF) and/or Housing Revenue Account (HRA) revenue implications. Additionally, the appraisal will provide added information that will inform the council's position in relation to taxes and levies to ensure there is no breach of partial exemption rules.

For a project to be deemed viable the minimum requirement would be a positive NPV and a net nil impact to the GF / HRA post borrowing costs as a minimum. In instances where this is not the case clearly defined additional community benefits would need to be considered by officers prior to a decision being recommended to the relevant committee or cabinet.

Where the council is acquiring assets the specific criteria for acceptance, over and above an investment appraisal, are identified under the Asset Acquisition Strategy.

Property Review Board

Preparation of Strategic Outline Cases and presentation at the Property Review Board (PRB). This will ensure that:

- There is advanced knowledge of potential Capital investment;
- Communication across the appropriate channels;
- PRB aims to determine best use of assets, property opportunities, endorsing the use of resources or the re-purposing of existing assets.

- Improve the discipline of including proposed additions into the CSB Forward Plan, having already produced documentation which has been reviewed and overseen.

CIL/S106 Review Board

Advanced knowledge of programmes and inclusion into the IDP is crucial. This will enable council services to use the IDP to search for external opportunities for funding. This includes discussions with external developers for additional CIL/S106.

There is a quarterly CIL/S106 board, which will meet to review and make recommendations relating to;

- The current Infrastructure Delivery Plan (IDP), specifically opportunities to negotiate s106 agreements
- S106 funding and ensuring timely allocation and expenditure
- CIL funding utilisation:
 - o Strategic CIL approved by Policy & Resources Committee with subsequent Business Case approval by Theme Committee for the Capital Programme
 - o Neighbourhood CIL approved by Policy & Resources Committee with subsequent allocation through Area Committees
- CIL forecast revenues by financial quarter over the funding utilisation period (to review potential cashflow mis-matches)
- CIL charging schedule and rates

Capital Strategy Board

Once a scheme has gone through the appropriate channels, it can be included onto the CSB Forward Plan. This will provide board members knowledge that a bid will be presented, well in advance and provide opportunity to collaborate, including necessary due diligence. Significantly, CMT members will then have ample time to review the SOC's and properly consider the viability, risk, and potential of Capital Investments.

CSB can also approve CIL/S106 Revenue funding to aid the development of Strategic Outline Cases before the capital programmes progress. Where S106 or Grant funding is acquired that is targeted to a specific deliverable, this may be added to the programme in advance of CSB to enable outcomes to be achieved sooner. In these cases CSB will be notified at the next meeting as there is no opportunity cost and therefore no strategic decision required.

Service Areas will include a bid form supporting Capital additions. This should fulfil the following minimum information requirements:

- Description of the scheme,
- The estimated financial implications, both capital and revenue,
- The expected outputs, outcomes, and contribution to the council's Priorities,
- Risk assessment and appraisal with potential mitigations, and
- Any urgency considerations (e.g. statutory requirements or health and safety issues).

Service areas should also consider the opportunity cost of pursuing a scheme as a key consideration within their bid forms, especially for schemes involving property.

Business cases are scrutinised by the Capital Strategy Board where representatives will discuss and appraise the schemes based on reference to the capital strategy, corporate priorities, and

evaluation criteria contained within the capital bid form. Recommendations are then put to CMT for consideration.

These proposals along with the officer approved Capital Programme are then presented as part of the Budget Report to Policy & Resources Committee each quarter, with the February Budget referred to Full Council for approval; thereby setting the full capital programme for future years.

Schemes that have not been recommended for prioritisation for use of strategic CIL from CSB, can be notified to area committees through the area representatives and may be considered as part of prioritisation of the Neighborhood Portion of CIL expenditure. The budgets for Area committees are currently set at £150k per year for each committee.

Monitoring and Reviewing the Capital Programme

The decision-making framework and monitoring arrangements support effective delivery of the programme by ensuring projects are and continue to be realistic, not only financially but also regarding timescales for delivery and benefits realisation. Quarterly reports are developed based on the outcome of reviews at Finance Business Partner level and additional review and challenge at the Capital Strategy Board. The reports are scrutinised by elected members through the P&R Committee (to be amended to Cabinet) on an annual basis and provide a basis for the CSB to understand and address risks, and change forecasts where appropriate.

Changes to the Capital Programme

Any slippages or accelerated spending or deletions to the capital programme are approved by the Policy and Resources Committee.

a) Deletions

Regular formal challenge of capital schemes is provided throughout the capital programme from multiple sources such as, Finance Business Partners (FBPs) and CSB members.

Scrutiny is applied when expenditure has not yet been incurred or is lower than the anticipated profile of payments. Consequently, deletions are identified which remove projects which are recognised as no longer being required. Removing unnecessarily planned capital expenditure not only reduces the revenue requirement but also supports good financial management in accurately forecasting project costs and reducing slippage.

b) Slippage & Accelerated Spend

In addition to the process of challenge of continued inclusion within the capital programme, scrutiny by Finance Business Partners or CSB members has been provided to the profiling assumptions of every scheme. As major capital works can span many financial years, there is a need to plan over a longer time horizon. Expanding the planning period enables existing schemes to spread the cost over a more reasonable delivery period.

6. Treasury Management

The council's Treasury Management Strategy supports the Capital Investment Strategy by ensuring that the council's capital investment and associated borrowing is financially sustainable. It includes:

- New borrowing requirements and debt management arrangements,
- A Minimum Revenue Provision Policy Statement,
- The Annual Investment Strategy,
- The Treasury Management Policy Statement, and
- Prudential Indicators for Capital and Treasury Management.

Capital Financing Requirement

This council's capital expenditure plans are set out in section 3, with section 4 showing how this will be financed, including the amounts that need to be financed by borrowing.

Expenditure which is financed by borrowing (be it internal or external) gives rise to an increase in the council's Capital Financing Requirement (CFR). The CFR is therefore a measure of the council's indebtedness and represents its underlying borrowing need; it will increase with unfunded capital expenditure and decrease through the application of revenue resources to fund the borrowing (MRP).

The table shows external debt projections (the treasury management operations) against the underlying capital borrowing need (the Capital Financing Requirement):

Capital Financing Requirement £m	2021/22 Actual	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate
Non-HRA	587.361	659.458	752.378	787.136	803.646
Housing	246.984	316.135	386.120	440.203	492.848
Total CFR	834.345	975.593	1,138.498	1,227.339	1,296.494
Movement in CFR	97.679	141.248	162.905	88.841	69.155

Movement in CFR represented by					
Net financing need for the year (above)	94.678	152.314	174.882	102.318	83.495
Less MRP/VRP and other financing movements	3.001	11.067	11.978	13.477	14.341
Movement in CFR	97.679	141.247	162.904	88.841	69.155

The CFR distinguishes between the amounts relating to the Housing Revenue Account (HRA) and those that do not. This reflects the statutory requirement for the HRA to be a ring-fenced account that is self-sufficient and does not subsidise nor is subsidised by other council financing arrangements.

Borrowing Activity

The council's forward projections for borrowing are summarised below. The table shows the actual external debt against the CFR, highlighting any over or under borrowing.

£m	2021/22 Actual	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate
External Debt					
Debt at 1 April (excl OLTL)	490.168	589.093	689.093	719.107	807.948
Expected change in Debt	98.925	100.000	30.014	88.841	69.155
Other long-term liabilities (OLTL)	13.619	12.825	11.925	10.905	9.748
Expected change in OLTL	(0.701)	(0.794)	(0.900)	(1.020)	(1.156)
Actual gross debt at 31 March	602.011	701.124	730.132	817.833	885.695
The Capital Financing Requirement	834.345	975.593	1,138.498	1,227.339	1,296.494
Under / (over) borrowing	232.334	274.469	408.366	409.506	410.799

As part of ensuring the financial sustainability of the council and its investment the council sets a series of prudential indicators, including limits on levels of borrowing.

The operational boundary – This is the limit beyond which external debt is not normally expected to exceed. In most cases, this would be a similar figure to the CFR, but may be lower or higher depending on the levels of actual debt and the ability to fund “under borrowing” by other cash resources. The limits below are based on projected CFR with a reduction of £100 million to reflect retained reserves.

Operational Boundary £m	2022/23	2023/24	2024/25	2025/26
	Estimate	Estimate	Estimate	Estimate
Expected Borrowing at start of period	589.093	689.093	719.107	807.948
New Loans Requirement during period (if negative indicates no borrowing required)	100.000	30.014	88.841	69.155
Expected Borrowing at end of period	689.093	719.107	807.948	877.103
Operational Boundary Borrowing (Expected Borrowing plus following year's New Loans Requirement)	719.107	807.948	877.103	923.729
Other long-term liabilities (OLTL)	12.825	11.925	10.905	9.748
Operational Boundary OLTL	12.825	11.925	10.905	9.748
Total Operational Boundary	731.932	819.873	888.008	933.477

The authorised limit for external debt represents the maximum level of external borrowing. It reflects the level of external debt that could be afforded in the short term but may not be

sustainable in the longer term. The authorised limit is presented to Full Council for consideration and approval, as part of the Treasury Management Strategy Statement.

Authorised Limit £m	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate
Debt	819.107	907.948	977.103	1,023.729
Other long-term liabilities	12.825	11.925	10.905	9.748
Total	831.932	919.873	988.008	1,033.477

HRA Debt Limit

Until October 2018, the council was limited to a maximum HRA CFR through the HRA self-financing regime. This limit was £240.043 million. The council has now set a voluntary limit of £350 million.

HRA Debt Limit £'000	2019/20 Actual	2020/21 Prior Year TMSS	2021/22 Estimate	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate
HRA debt cap	240,043	350,000	350,000	350,000	350,000	350,000
HRA CFR	212,807	243,982	285,140	329,888	367,434	398,572
HRA headroom	27,236	106,018	64,860	20,112	-17,434	-48,572

Minimum Revenue Provision

The Minimum Revenue Provision (MRP) is an annual charge to the revenue accounts that is applied to reduce the council's Capital Financing Requirement (CFR). The council is required to determine a methodology that represents a prudent and sustainable reduction in the CFR over the life of which the assets are utilised. This is set out in the MRP Policy Statement, which is included within the Treasury Management Strategy Statement. Key features are:

- For any capital expenditure incurred prior to 1 April 2008 or financed from supported borrowing, the Authority will be charging MRP over 50 years on an annuity basis.
- For any capital expenditure carried out after 1 April 2008 being financed by unsupported borrowing the Authority will be adopting the asset life method. This is where MRP will be based on the capital expenditure divided by a determined asset life or profile of benefits to give annual instalments. The annual instalment may be calculated by the equal instalment method, annuity method or other methods as justified by the circumstances of the case at the discretion of the s151 Officer. With effect from 1 April 2020 all repayments will be calculated on an annuity basis.
- The annuity method has the advantage of linking MRP to the flow of benefits from an asset where the benefits are expected to increase in later years and is particularly relevant in connection with projects promoting regeneration or administrative efficiencies or schemes where revenues will increase over time.
- There is no requirement on the HRA to make a minimum revenue provision as this is expected to be met by the depreciation charge. However, the council is currently applying transitional arrangements that substitute depreciation for Major Repairs Allowance (MRA) estimate.
- MHCLG Guidance also allows local authorities to choose to charge more MRP than they consider prudent in any given year via a Voluntary Revenue Provision (VRP). If it does so, this will be disclosed in the Authority's Statement of Accounts.

7. Corporate Asset Management and Disposal Plans

The council holds property to sustain and support its corporate objectives as set out in the Corporate Plan, and other strategies. At the last valuation date, the council's property portfolio's estimated value was ~~£1.776.9 bn.~~ £1.776.9 bn. The aim of the latest Corporate Asset Management Plan is to set out the council's short-term vision, aspirations and objectives for its land and property assets portfolio, and to outline a longer-term plan for how it intends to achieve these outcomes.

The Corporate Asset Management Plan (CAMP) is a key tool, which sets out the London Borough of Barnet's property objectives, focussing on how the council intends to utilise its asset base to deliver its Corporate Plan.

As defined in the 2020 CAMP, the priorities for the estate are to remain flexible and to accommodate the evolving needs of the council. This will be especially important during the recovery from Covid 19, and Estates will therefore continue to engage with directorates to understand their objectives and how the estate can best support them, whilst still exploiting asset optimisation, savings and income generating opportunities. The team has developed a consistent approach to decision making via an internal Property Review Programme Board, to ensure that demands on space are being prioritised, and diverse stakeholders' needs managed well. Providing flexible office space, whilst ensuring that business continuity can be maintained, also remains a priority and maintaining robust operational resilience to external incidents that may occur in the borough is vital. Physical property and safety procedures clearly form part of this resilience.

Central Government is consulting on setting EPC building rating to a 'B' by 2030 (the minimum is currently 'E'), which will affect the non-domestic buildings the Council can lease – consultation came to an end in June 2021. The outcome of the consultation will impact the Estate as investment in buildings may be required prior to agreeing new leases. The council is coincidentally developing a Sustainability Strategy which will set out the council's aims and ambitions in relation to sustainability so the approach to reaching EPC B will be fundamental to it.

We continue to realise savings from exiting the leases for Barnet House (vacated March 2021) and North London Business Park Building 2 (vacated June 2020), we will also be reviewing energy contracts and delivering de-carbonisation projects that should result in further savings in 23/24. Additional income will be generated by renting out space in existing buildings, including the Colindale office, where it is appropriate to do so, and lease renewals and rent reviews will be carried out promptly. Work to drive forward development schemes and site disposals will continue to be a priority, building on some excellent progress made in 20/21. These schemes, if successful, will result in a combination of short-term receipts and longer-term revenue that can be cycled back into council services. The Council will also continue to review the Community Benefit Assessment Tool (CBAT) arrangements and will present recommendations for potential improvements, to Policy and Resources Committee or Cabinet, once ready.

Responsible asset management will continue. Statutory building compliance remains a top priority and spending to improve the condition of buildings will take place, where it is prudent to do so. Repairs will be conducted promptly, and the implementation of a comprehensive corporate landlord management function will continue. This will centralise maintenance and utility budgets over time, so releasing directorates from the burden of managing buildings and increasing the opportunity to make savings through bulk contracts etc.

Infrastructure Delivery Plan

The council expects a significant number of new new homes to be developed within the borough within the next 15 years and needs to ensure that the appropriate infrastructure is in place to support the growth.

- The council is continuing to develop and review its Infrastructure Delivery Plan which sets out the identified requirements expected in terms of infrastructure delivery, to meet the expected growth across the borough.
- The plan will be utilised to prioritise future capital projects and to identify opportunities to deliver maximum benefit from the resources available.
- The plan will also be utilised to assist in discussions with developers to evidence the requirement for contributions such as S106.
- Prioritised schemes from the Infrastructure delivery plan will be developed as part of the council's Capital Delivery Plan.
- The Council has planned for the projects that could be delivered with Community Infrastructure Levy receipts generated from future developments in the borough over the next 5 years. Further allocations will be considered in future years on monitoring of actual project costs and actual CIL receipts generated. While project costs and CIL receipts are regularly monitored it is likely that CIL allocations will be considered in 2023 particularly in light of rising costs of borrowing, rising project delivery costs, potential reprofile of CIL receipts and new priorities within the Council's new Corporate Plan.

Development Portfolio

Many assets owned by the council do not currently maximise the potential of the land upon which they are built. Such assets generally offer the potential for redevelopment of the land to provide a mixture of uses.

The council's Housing Strategy 2019-2024 sets out the intent to deliver homes that people can afford by increasing housing supply, regeneration, and growth. The strategy sets out how a continuing pipeline of developing on council Land will secure a range of tenures, including mixed tenure housing with affordable homes funded by private sales, new affordable homes to rent on existing council housing land, extra care and wheelchair accessible homes to reduce demand for care, and private housing for rent.

8. Asset Acquisition Strategy & Strategic Opportunities

The council could be agile and competitive when striving to acquire sites,. The council has therefore established a Strategic Opportunities Fund of £13.185 to enable strategic purchases which can generate a return to the council.

Due to the inherent nature of acquisition opportunities, these initiatives adopt a unique set of governance arrangements and requirements as defined in the Asset Acquisition Strategy and Principle for Use for the Strategic Opportunities Fund.

In advance of entering any such investment the council will explicitly assess the risk of any loss and will observe the following principles:

- The purpose of the fund is to facilitate the agile acquisition of sites for future housing and non-housing developments and / or to help unlock existing development opportunities.
- The available fund will vary, depending on in-year expenditure but any expenditure will be returned to the fund, once a dedicated budget has been created, recognising that reimbursing the fund may not be possible in all cases, e.g. where the council acquires land because it has wider social benefits but doesn't bring a net gain
- The real estate must be suitable for development in its own right or must add value to an adjacent development.
- There must be a professional valuation, justifying the purchase cost, in line with the council's extant strategic objectives.
- There must be a financial model, approved by the Section 151 Officer, that demonstrates that the proposed acquisition results in a positive impact on the General Fund, unless other benefits, such as wider social or economic impacts, provide sufficient justification.
- Once an acquisition has been made, at the next opportunity in the budget setting cycle, a dedicated capital budget is to be created and a recharge actioned to reimburse the SOF. Exceptions to this recharging process are highlighted above.
- There needs to be a clear exit strategy for any acquisition e.g. should a scheme not progress then the site could be resold on the open market. Should this be the case, the aim will be to ensure that the proceeds of disinvestment are to be at least equal to those the council expended in acquiring the asset.

The council will adopt a balanced portfolio approach to investment, management and turnover of properties in order to ensure risk is balanced across its investments. This will consider the type of properties acquired and their location.

9. Highways & Transport Strategies

In addition to funding from internal sources, the Highways and Transport area receives grants from funders such as Transport for London and the Environment Agency.

In 2023/24 the Council will develop a new Transport Strategy that will set Council's overall approach to ensuring sustainable transport choices for all to help meet net zero, tackle exclusion and improve quality of life for everyone. Alongside this a Highway Investment Strategy will set out how we will improve the quality of our highways and footways and to support more sustainable forms of travel to help deliver Council priorities.

10. Risk Identification and Management

The major risks concerning the Capital Programme are around funding of the current and future projects, variations in the cost from agreed budgets and the projects not delivering the planned outcomes. These risks are minimised by the processes that have been incorporated into the council's normal practices.

Funding – All projects included within the Programme are fully funded. Where external sources of funding are being used, these will only be relied upon when the council is in receipt of funding agreements or where the funds are received in advance. Where conditions apply, careful monitoring will be in place to ensure the terms are met to prevent possible loss. Where borrowing is required, the revenue costs will be built into the MTFS.

Cost Variation – These fall into two categories;

- a. Where the timing of expenditure changes from the budget set; This may result in a change to the borrowing profile of the council and therefore have revenue implications. It may also affect the overall outcome of the project. Delays may require value engineering decisions to ensure the project can be completed or adjustments to benefits delivered.
- b. Where the overall cost of the project changes from the approved budget, Managers are required to ensure adequate budget is in place prior to the commencement of projects. Budget should include a contingency sum to allow for possible anticipated variations where prices are not fixed with contractors.

Careful monitoring and timely reporting is required to reduce the effects of cost variations. Budgets will be re-profiled to ensure timing changes are captured. Managers are required to identify alternative funding sources where overall cost variations occur during the delivery, to contain them before sums are committed.

Delivery of Outcomes – Outcomes must be measured and compared against original objectives to ensure value for money and to reduce risk. Objectives fall broadly into three main categories:

- c. **To support core service delivery** - Risk may increase if project delays cause disruption to the service and require interim solutions, with both financial and non-

financial consequences. The Capital Strategy Board will meet regularly throughout the year to discuss progress on projects and make decisions to minimise risk.

- d. **To produce savings** - If planned savings are not produced from the investment, the revenue budgets may have a shortfall which will have to be addressed. It is therefore essential to carry out careful evaluation and approval of business cases and financial models, prior to the projects commencing.
- e. **To generate income or economic development** - Investment on projects whose primary aim is income generation. Investment portfolio's will be balanced to reduce impact of market changes in an individual sector.

11. Knowledge and Skills

The council employs professionally qualified and experienced staff in senior positions with responsibility for making capital expenditure, borrowing and investment decisions. The council also has a training and development programme to support staff to study towards relevant professional qualifications.

Where council staff do not have the knowledge and skills required, use is made of external advisers and consultants that are specialists in their field. This approach ensures that the council has ready access to knowledge and skills commensurate with its ambition and risk appetite.

Member training was undertaken as part of the induction programme following the last local elections and commencement of current member's term, with training and advice provided to relevant cabinet portfolio members as necessary.

This page is intentionally left blank

P&R Proposed Capital Programme by Theme Committee

Theme Committee	2022-23	2023-24	2024-25	2025-26	2026-27	Total	Grants	S106	Capital Receipts	RCCO/MRA	CIL	Borrowing (Mayor's Energy Efficiency Fund)	Borrowing (PWLB)	Total
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Adults and Safeguarding	4,860	5,000	3,762	0	0	13,621	9,752	155	38	0	3,471	0	205	13,621
Housing and Growth (Brent Cross)	73,894	39,597	25,882	0	0	139,373	109,566	0	17,517	1,011	0	0	11,280	139,373
Children, Education & Safeguarding	13,282	12,173	9,374	5,431	5,821	46,082	39,931	2,809	158	0	363	0	2,822	46,082
Community Leadership and Libraries	461	2,013	0	0	0	2,474	0	0	0	0	2,363	0	111	2,474
Environment	26,866	30,843	17,864	12,960	0	88,533	3,795	6,354	395	0	42,290	0	35,698	88,533
Housing and Growth Committee	53,319	135,688	67,911	45,936	860	303,713	54,369	7,938	13,676	491	38,841	11,700	176,698	303,713
Policy & Resources	20,475	18,767	4,770	0	0	44,012	1	45	166	0	4,183	0	39,617	44,012
Total - General Fund	193,157	244,081	129,562	64,327	6,681	637,808	217,415	17,301	31,949	1,502	91,510	11,700	266,430	637,808
Housing Revenue Account	97,969	110,188	76,941	63,848	47,376	396,321	25,819	3,700	10,989	53,586	0	0	302,228	396,321
Total - All Services	291,125	354,269	206,504	128,175	54,057	1,034,129	243,234	21,001	42,939	55,088	91,510	11,700	568,657	1,034,129

Adults and Safeguarding	2022-23	2023-24	2024-25	2025-26	2026-27	Total	Grants	S106	Capital Receipts	RCCO/MRA	CIL	Borrowing (Mayor's Energy Efficiency Fund)	Borrowing (PWLB)	Total
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Sport and Physical Activities	140	346	0	0	0	486	448	0	38	0	0	0	0	486
Community Equipment and Assistive Technology	1,000	1,474	997	0	0	3,471	0	0	0	0	3,471	0	0	3,471
Investing in IT	100	105	0	0	0	205	0	0	0	0	0	0	205	205
Disabled Facilities Grants Programme	3,465	3,074	2,765	0	0	9,304	9,304	0	0	0	0	0	0	9,304
Gaelic playing pitch relocation	155	0	0	0	0	155	0	155	0	0	0	0	0	155
Adults and Safeguarding Total	4,860	5,000	3,762	0	0	13,621	9,752	155	38	0	3,471	0	205	13,621

Housing and Growth (Brent Cross)	2022-23	2023-24	2024-25	2025-26	2026-27	Total	Grants	S106	Capital Receipts	RCCO/MRA	CIL	Borrowing (Mayor's Energy Efficiency Fund)	Borrowing (PWLB)	Total
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Land Acquisitions	5,112	4,931	0	0	0	10,043	1,263	0	0	0	0	0	8,780	10,043
Brent Cross West Station	56,707	15,357	23,480	0	0	95,544	75,416	0	16,617	1,011	0	0	2,500	95,544
Critical Infrastructure	9,959	3,929	2,402	0	0	16,290	15,390	0	900	0	0	0	0	16,290
Strategic Infrastructure Fund	0	0	0	0	0	0	0	0	0	0	0	0	0	0
BXT Land Acquisitions	2,116	15,380	0	0	0	17,496	17,496	0	0	0	0	0	0	17,496
Housing and Growth (Brent Cross) Total	73,894	39,597	25,882	0	0	139,373	109,566	0	17,517	1,011	0	0	11,280	139,373

Children, Education & Safeguarding	2022-23	2023-24	2024-25	2025-26	2026-27	Total	Grants	S106	Capital Receipts	RCCO/MRA	CIL	Borrowing (Mayor's Energy Efficiency Fund)	Borrowing (PWLB)	Total
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
SEN Programme														
Oakleigh SEN	104	1,440	0	0	0	1,544	1,544	0	0	0	0	0	0	1,544
SEN Other Projects	590	30	0	0	0	620	620	0	0	0	0	0	0	620
SEN	2,150	1,783	2,000	2,000	5,621	13,554	13,554	0	0	0	0	0	0	13,554

Modernisation - Primary & Secondary	4,131	298	2,000	0	0	6,429	6,429	0	0	0	0	0	0	6,429
Healthy Pupils Fund	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Orion Primary School	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Monkfrith	0	0	0	0	0	0	0	0	0	0	0	0	0	0
St Agnes	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Saracens Primary	4	550	1,608	0	0	2,162	2,162	0	0	0	0	0	0	2,162
Kosher Kitchen	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Permanent All Through Expansion Programme	0	0	0	0	0	0	0	0	0	0	0	0	0	0
London Academy	0	0	0	0	0	0	0	0	0	0	0	0	0	0
St Mary's & St John's	0	0	0	0	0	0	0	0	0	0	0	0	0	0
St James / Blessed Dominic	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Permanent Primary/Secondary(reallocation) Expansion Programme	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Friern Barnet Hub	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Oak Lodge Special School	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grammar school projects	204	4,533	250	0	0	4,987	4,503	0	0	0	0	484	4,987	4,987
School place planning (Primary)	0	0	1,347	1,614	0	2,961	2,139	822	0	0	0	0	2,961	2,961
School place planning (Secondary)	0	0	1,761	1,585	0	3,346	2,524	822	0	0	0	0	3,346	3,346
Alternative Provision	3,938	526	0	0	0	4,464	3,299	1,164	0	0	0	0	4,464	4,464
Early Education and Childcare place sufficiency	100	170	0	0	0	270	0	0	0	0	270	0	0	270
Information Management	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Loft conversion and extension policy for Foster Carers	70	100	179	100	200	649	0	0	39	0	0	0	610	649
New Park House Children's home	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Meadow Close Children's Homes	142	0	0	0	0	142	0	0	0	0	93	0	49	142
Family Services Estate - building compliance, extensive R&M, H&S, DDA	2	100	229	132	0	463	0	0	118	0	0	0	345	463
Placement Demand Transformation	234	0	0	0	0	234	0	0	0	0	0	0	234	234
Solo Provision Bid	0	1,100	0	0	0	1,100	0	0	0	0	0	0	1,100	1,100
Pan-London Secure Children's home	1,614	1,543	0	0	0	3,157	3,157	0	0	0	0	0	0	3,157
Children, Education & Safeguarding Total	13,282	12,173	9,374	5,431	5,821	46,082	39,931	2,809	158	0	363	0	2,822	46,082

Community Leadership and Libraries	2022-23	2023-24	2024-25	2025-26	2026-27	Total	Grants	S106	Capital Receipts	RCCO/MRA	CIL	Borrowing (Mayor's Energy Efficiency Fund)	Borrowing (PWLb)	Total
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Enforcement - CCTV	350	2,013	0	0	0	2,363	0	0	0	0	2,363	0	0	2,363
Libraries Capital Programme	111	0	0	0	0	111	0	0	0	0	0	0	111	111
Schools Library Service SCIL	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Community Leadership and Libraries Total	461	2,013	0	0	0	2,474	0	0	0	0	2,363	0	111	2,474

Environment	2022-23	2023-24	2024-25	2025-26	2026-27	Total	Grants	S106	Capital Receipts	RCCO/MRA	CIL	Borrowing (Mayor's Energy Efficiency Fund)	Borrowing (PWLb)	Total
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
HIGHWAYS TfL - LOCAL IMPLEMENTATION PLAN						0								0
Local Implementation Plan 2016/17 and onwards	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Borough Cycling Programme	0	0	0	0	0	0	0	0	0	0	0	0	0	0
HIGHWAYS non-TfL	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Footway Reconstruction	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Traffic Management	4	0	0	0	0	4	0	0	0	0	0	0	0	4
Highways Improvement	2,430	0	0	0	0	2,430	0	2,430	0	0	0	0	0	2,430
Travel Plan Implementation	91	0	0	0	0	91	0	91	0	0	0	0	0	91
Minor Highways Improvements	671	316	0	0	0	987	0	0	0	0	0	0	987	987
Highways Planned Maintenance Works Programme	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Saracens - highways works	40	0	0	0	0	40	0	40	0	0	0	0	0	40
Drainage Schemes	34	0	0	0	0	34	34	0	0	0	0	0	0	34
Mill Corner Drainage Scheme	833	0	0	0	0	833	0	0	0	0	0	0	833	833
Road Traffic Act - Controlled Parking Zones	50	0	0	0	0	50	0	50	0	0	0	0	0	50
Investment in Roads & Pavement (NRP)	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Highway Asset Management/Network Recovery Plan (NRP) Phase 2	7,085	6,507	6,370	0	0	19,962	0	0	0	0	513	0	19,449	19,962
Exor Asset Management System	108	111	13	0	0	233	0	0	0	0	0	0	233	233
Highways & Transportation SCIL	4,570	7,255	3,595	4,580	0	20,000	0	0	0	0	20,000	0	0	20,000
Environment														
Refurbish and regenerate Hendon Cemetery and Crematorium	330	0	0	0	0	330	24	0	0	0	0	0	306	330
Hendon Cemetery & Crematorium Enhancement	10	0	0	0	0	10	0	0	10	0	0	0	0	10
Lines and Signs	9	0	0	0	0	9	0	0	0	0	0	0	9	9
LED Lighting	600	310	0	0	0	910	0	0	0	0	0	0	910	910
Pay and Display parking machine estate upgrade	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Moving traffic cameras	375	0	0	0	0	375	0	0	0	0	0	0	375	375
Controlled parking zones review	499	0	0	0	0	499	0	0	0	0	0	0	499	499
Highways (permanent re-instatement)	36	0	0	0	0	36	0	0	4	0	0	0	31	36
Old Court House - public toilets	40	0	0	0	0	40	0	40	0	0	0	0	0	40
Parks & Open Spaces and Tree Planting	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Park Infrastructure	637	3,925	7,500	8,380	0	20,442	8	315	0	0	18,000	0	2,119	20,442
Victoria Park Infrastructure	100	110	0	0	0	210	0	0	210	0	0	0	0	210
Data Works Management system	20	150	0	0	0	170	0	0	170	0	0	0	0	170
Parks Equipment	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Vehicles	1,520	5,659	0	0	0	7,178	0	0	1	0	0	0	7,177	7,178
Street cleansing and greenspaces - vehicles and equipment	0	0	0	0	0	0	0	0	0	0	0	0	0	0
COVID19 Social Distancing Projects	163	0	0	0	0	163	163	0	0	0	0	0	0	163
Greenspaces Infrastructure Programme	200	500	386	0	0	1,086	0	1,086	0	0	0	0	0	1,086
Green spaces development project	1,404	2,700	0	0	0	4,104	0	0	0	0	3,750	0	354	4,104
Heybourne Park Improvements	166	3,300	0	0	0	3,466	0	2,000	0	0	0	0	1,466	3,466
Two PM2.5 monitoring stations SCIL	27	0	0	0	0	27	0	0	0	0	27	0	0	27
Parks & Open Spaces SCIL	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Barnet EV 500 Project	4,815	0	0	0	0	4,815	3,567	298	0	0	0	0	950	4,815
Environment Total	26,866	30,843	17,864	12,960	0	88,533	3,795	6,354	395	0	42,290	0	35,698	88,533

Housing and Growth Committee	2022-23	2023-24	2024-25	2025-26		Total	Grants	S106	Capital Receipts	RCCO/MRA	CIL	Borrowing (Mayor's Energy Efficiency Fund)	Borrowing (PWLb)	Total
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Office Build	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Empty Properties	160	1,110	1,110	160	160	2,700	0	0	2,700	0	0	0	0	2,700

Chilvins Court	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Out of borough acquisition	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Direct Acquisitions	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Modular Homes	0	0	0	0	0	0	0	0	0	0	0	0	0	0
St Georges Lodge temporary accommodation conversion	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hermitage Lane - mixed tenure residential conversion	0	1,780	0	0	0	1,780	0	0	0	491	0	0	1,288	1,780
New Build Housing (Open Door)	3,610	6,581	0	0	0	10,192	0	100	6,280	0	0	0	3,812	10,192
Housing acquisitions Open Door	20,000	28,000	38,500	36,000	0	122,500	0	0	0	0	0	0	122,500	122,500
Loan Trf 156 properties to Open door	0	0	0	0	0	0	0	0	0	0	0	0	0	0
The Burroughs, Hendon	6,902	6,594	0	0	0	13,496	0	0	0	0	0	0	13,496	13,496
Pinkham Way land release	100	0	0	0	0	100	100	0	0	0	0	0	0	100
Micro site development for affordable housing	1,251	0	0	0	0	1,251	660	591	0	0	0	0	0	1,251
Decent Homes Programme	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Infrastructure Projects	0	0	5,000	0	0	5,000	0	0	0	0	5,000	0	0	5,000
Mixed tenure housing programme (Tranche 1)	950	301	0	0	0	1,251	0	1,251	0	0	0	0	0	1,251
Development Portfolio	872	3,166	0	0	0	4,038	0	0	3,124	0	0	0	913	4,038
ULF GF SAGE (142)	8,014	23,219	11,387	2,341	700	45,660	45,660	0	0	0	0	0	0	45,660
DECC - Fuel Poverty	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Town Centre	850	13,555	6,175	7,135	0	27,715	628	105	0	0	26,982	0	0	27,715
Town Centre SCIL	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Strategic opportunities fund	0	13,185	0	0	0	13,185	0	0	0	0	0	0	13,185	13,185
Milespit Cemetery Works	324	1,057	0	0	0	1,381	0	0	0	0	0	0	1,381	1,381
Colindale – Highways and Transport	547	1,547	4,938	0	0	7,032	1,032	2,577	0	0	3,423	0	0	7,032
Colindale Station Works	0	2,858	0	0	0	2,858	0	108	0	0	0	0	2,750	2,858
Grahame Park – Community Facilities	100	2,008	0	0	0	2,108	0	2,108	0	0	0	0	0	2,108
Barnet House Exit Works	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Public Sector Decarbonisation Scheme Phase 1	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Firestopping works and other urgent maintenance works at care homes	5,481	10,000	0	0	0	15,481	0	0	0	0	0	0	15,481	15,481
Window replacement at Apthorp care centre	0	0	0	0	0	0	0	0	0	0	0	0	0	0
COLINDALE FOW MODIFICATIONS	1,584	0	0	0	0	1,584	0	0	140	0	0	0	1,444	1,584
FAMILY FRIENDLY HUB FITOUT	80	359	0	0	0	439	0	0	0	0	0	0	439	439
HTH AV EQUIPMENT	9	0	0	0	0	9	0	0	0	0	0	0	9	9
Small Sites Programme (GF)	286	1,145	0	0	0	1,432	0	0	1,432	0	0	0	0	1,432
Healthier Routes to schools SCIL	200	200	300	300	0	1,000	0	0	0	0	1,000	0	0	1,000
Active Route - the Barnet Loop SCIL	0	500	500	0	0	1,000	0	0	0	0	1,000	0	0	1,000
Brent Cross Retail Park Purchase	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Health projects	500	0	0	0	0	500	0	500	0	0	0	0	0	500
Colindale – Parks, Open Spaces and Sports	500	1,296	0	0	0	1,796	333	28	0	0	1,435	0	0	1,796
Public Sector Decarbonisation Scheme Phase 3	1,000	17,228	0	0	0	18,228	5,956	571	0	0	0	11,700	0	18,228
Housing and Growth Committee Total	53,319	135,688	67,911	45,936	860	303,713	54,369	7,938	13,676	491	38,841	11,700	176,698	303,713

Policy & Resources	2022-23	2023-24	2024-25	2025-26	2026-27	Total	Grants	S106	Capital Receipts	RCCO/MRA	CIL	Borrowing (Mayor's Energy Efficiency Fund)	Borrowing (PWLb)	Total
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Depot relocation	8,254	10,783	0	0	0	19,037	0	0	71	0	4,183	0	14,783	19,037

Community Centre - Tarling Road	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Asset Management	1,451	600	600	0	0	2,651	1	45	54	0	0	0	2,551	2,651
ICT strategy	1,291	1,760	1,470	0	0	4,521	0	0	41	0	0	0	4,480	4,521
Customer Services Transformation Programme	97	0	0	0	0	97	0	0	0	0	0	0	97	97
Implementation of Locality Strategy	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Saracen Loan	6,695	0	0	0	0	6,695	0	0	0	0	0	0	6,695	6,695
Finance IT							0	0	0	0	0	0	0	0
Replacement Finance, HR and Procurement systems	2,688	5,624	2,700	0	0	11,012	0	0	0	0	0	0	11,012	11,012
Policy & Resources Total	20,475	18,767	4,770	0	0	44,012	1	45	166	0	4,183	0	39,617	44,012

Housing Revenue Account	2022-23	2023-24	2024-25	2025-26	2026-27	Total	Grants	S106	Capital Receipts	RCCO/MRA	CIL	Borrowing (Mayor's Energy Efficiency Fund)	Borrowing (PWLb)	Total
	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Major Works (excl Granv Rd)	8,397	8,736	8,736	13,598	16,958	56,426	0	0	0	32,354	0	0	24,072	56,426
Accessible accommodation adaptations	1,162	1,162	1,162	1,200	1,200	5,886	0	0	0	510	0	0	5,376	5,886
Regeneration	163	163	163	0	0	489	0	0	0	489	0	0	0	489
Miscellaneous Repairs	3,629	3,211	3,211	2,165	0	12,216	0	0	0	-26	0	0	12,242	12,216
M&E/ GAS	6,566	956	566	2,114	2,114	12,315	0	0	0	8,960	0	0	3,355	12,315
Voids and Lettings	2,189	2,268	2,268	1,195	0	7,920	0	0	0	7,920	0	0	0	7,920
New Build - 250 units	1,872	8,277	31,230	24,257	12,144	77,780	2,237	0	0	0	0	0	75,543	77,780
Ansell Court - extra care housing	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dollis Valley - property acquisitions	1,000	1,700	0	0	0	2,700	0	0	271	0	0	0	2,429	2,700
Extra Care - housing (Stag)	6,271	1,100	226	0	0	7,597	1,410	0	32	0	0	0	6,154	7,596
Extra Care - housing (Cheshir)	3,086	9,850	8,852	2,000	328	24,117	7,710	800	0	0	0	0	15,607	24,117
Burnt Oak Broadway Flats - additional storey	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Upper & Lower Fosters Community Led Design	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Regen Stock Additional Investment	17,683	3,803	2,652	2,286	1,452	27,876	0	0	0	0	0	0	27,876	27,876
Neighbourhood works	563	2,063	2,063	1,641	1,641	7,971	0	0	0	0	0	0	7,971	7,971
Carbon Neutral works	500	3,759	3,759	4,638	4,638	17,295	0	0	0	0	0	0	17,295	17,295
Stag house - property purchase	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Barnet Homes GLA development programme	3,936	26,427	5,153	1,853	0	37,369	8,762	2,900	0	0	0	0	25,707	37,369
HRA acquisitions	1,454	0	0	0	0	1,454	0	0	0	0	0	0	1,454	1,454
HRA Acquisitions Phase 3 - Programme 1	23,067	0	0	0	0	23,067	3,900	0	0	0	0	0	19,167	23,067
HRA Acquisitions Phase 3 - Programme 2	3,000	23,713	0	0	0	26,713	0	0	10,685	0	0	0	16,028	26,713
Small Sites Programme (HRA)	904	3,617	0	0	0	4,521	1,800	0	0	0	0	0	2,721	4,521
Silk House and Shoelands	0	0	0	0	0	0	0	0	0	0	0	0	0	0
HRA Fire and Structural repairs	0	0	0	0	0	0	0	0	0	0	0	0	0	0
HRA Fire Safety Programme	11,576	5,900	5,900	5,900	5,900	35,177	0	0	0	3,379	0	0	31,798	35,177
Dollis Valley CPO Payment	1	0	0	0	0	1	0	0	1	0	0	0	0	1
Graham Park NE	950	2,483	0	0	0	3,433	0	0	0	0	0	0	3,433	3,433
Damp & Mould	0	1,000	1,000	1,000	1,000	4,000	0	0	0	0	0	0	4,000	4,000
Housing Revenue Account Total	97,969	110,188	76,941	63,848	47,376	396,321	25,819	3,700	10,989	53,586	0	0	302,228	396,321

This page is intentionally left blank

London Borough of Barnet

Treasury Management Strategy Statement

Minimum Revenue Provision Policy Statement
and Annual Investment Strategy

2023/24

1 INDEX

Revised Codes for 2023/24 Financial Year	4
1. ABOUT THIS STATEMENT	7
1.1 Introduction.....	7
1.2 Reporting Requirements	7
1.3 Treasury Management Strategy for 2023/24	8
1.4 Training.....	9
1.5 Treasury Management Consultants.....	10
1.6 Notes on Data Used	10
2. THE CAPITAL PRUDENTIAL INDICATORS 2023/24 – 2025/26	11
2.1 Capital Expenditure and Financing.....	11
2.2 The Authority’s Borrowing Need (the Capital Financing Requirement)	12
2.3 Liability Benchmark	14
2.4 Minimum Revenue Provision (MRP) Policy Statement.....	18
3. BORROWING.....	21
3.1 Current Portfolio Position	21
3.2 Treasury Indicators: Limits to Borrowing Activity	23
3.3 Prospects for Interest Rates	25
3.4 Borrowing Strategy	28
3.5 Policy on Borrowing in Advance of Need.....	28
3.6 Rescheduling.....	28
3.7 New Financial Institutions as a Source of Borrowing and / or Types of Borrowing.....	28
3.8 Approved Sources of Long and Short-term Borrowing.....	29
4 ANNUAL INVESTMENT STRATEGY	30
4.1 Investment Policy – Management of Risk	30
4.2 Creditworthiness Policy	32
4.3 Country Limits	33
4.4 Investment Strategy	33
4.5 Investment Performance / Risk Benchmarking	34
4.6 End of year investment report	34
5 APPENDICES.....	35
5.1 CAPITAL AND TREASURY PRUDENTIAL INDICATORS 2023/24 – 2025/26.....	36
5.2 INTEREST RATE FORECASTS 2022-2025	38
5.3 ECONOMIC BACKGROUND	39
5.4 TREASURY MANAGEMENT PRACTICE (TMP1) – CREDIT AND COUNTERPARTY RISK MANAGEMENT	43
5.4 APPROVED COUNTRIES FOR INVESTMENTS.....	49
5.5 TREASURY MANAGEMENT SCHEME OF DELEGATION.....	50

5.6 THE TREASURY MANAGEMENT ROLE OF THE SECTION 151 OFFICER51

Revised Codes for 2023/24 Financial Year

CIPFA published revised Treasury Management and Prudential Codes on 20 December 2021. The revised Codes need to be formally adopted for the 2023/24 financial year. This Treasury Management Strategy Statement, and related reports, therefore, have regard to these Codes. The changes are summarised below.

Defining Investment Income

The revised Treasury Management Code requires all investments and investment income to be attributed to one of the following three purposes: -

Income type	Definition	Within scope of this statement?
Treasury management	Treasury income may arise from other treasury risk management activity which seeks to prudently manage the risks, costs or income relating to existing or forecast debt or treasury investments.	Yes
Service delivery	Investments held primarily and directly for the delivery of public services including housing, regeneration and local infrastructure. Returns on this category of investment which are funded by borrowing are permitted only in cases where the income is “either related to the financial viability of the project in question or otherwise incidental to the primary purpose”.	No <i>(included in Capital Strategy statement)</i>
Commercial return	Investments held primarily for financial return with no treasury management or direct service provision purpose. Risks on such investments should be proportionate to an authority’s financial capacity – i.e., that ‘plausible losses’ could be absorbed in budgets or reserves without unmanageable detriment to local services. An authority must not borrow to invest primarily for financial return.	No <i>(included in Capital Strategy statement)</i>

The revised Treasury Management Code requires an authority to implement the following:

- 1. Liability Benchmark:** Supports the financing risk management of the capital financing requirement – the liability benchmark represents the level of debt the council would take on if all cash assets above the minimum liquidity requirement were utilised towards the council’s capital programme – details of the Authority’s Liability Benchmark are disclosed in section 2.3;
- 2. Long-term treasury investments,** including pooled funds, are to be classed as commercial investments unless justified by a cash flow business case – the council does not currently hold long-term treasury investments and does not plan to over the period 2023 / 24 – note that Pooled funds are to be included in the indicator for principal sums maturing in years beyond the initial budget year;

3. Amendment to the **knowledge and skills register** for officers and members involved in the treasury management function - to be proportionate to the size and complexity of the treasury management function;
4. **Quarterly reporting.** Specifically, we will monitor and report performance against all forward-looking prudential indicators at least quarterly.
5. **Environmental, social and governance (ESG)** issues to be addressed within an authority's treasury management policies and practices (TMP1).

As this TMSS deals solely with treasury management investments, the categories of service delivery and commercial investments are addressed as part of the Capital Strategy report. However, the main requirements of the Prudential Code in relation to service and commercial investments are summarised below for completeness:

1. The risks associated with service and commercial investments should be proportionate to their financial capacity – i.e., that plausible losses could be absorbed in budgets or reserves without unmanageable detriment to local services;
2. An authority must not borrow to invest for the primary purpose of commercial return;
3. It is not prudent for local authorities to make any investment or spending decision that will increase the CFR, and so may lead to new borrowing, unless directly and primarily related to the functions of the Authority, and where any commercial returns are either related to the financial viability of the project in question or otherwise incidental to the primary purpose;
4. An annual review should be conducted to evaluate whether commercial investments should be sold to release funds to finance new capital expenditure or refinance maturing debt;
5. A prudential indicator is required for the net income from commercial and service investments as a proportion of the net revenue stream;
6. Create new Investment Management Practices to manage risks associated with non-treasury investments, (similar to the current Treasury Management Practices);
7. Record of the authority's approach to investments for service or commercial purposes (together referred to as non-treasury investments), including defining the Authority's objectives, risk appetite and risk management in respect of these investments, and processes ensuring effective due diligence;
8. An assessment of affordability, prudence and proportionality in respect of the Authority's overall financial capacity (i.e., whether plausible losses could be absorbed in budgets or reserves without unmanageable detriment to local services);
9. Details of financial and other risks of undertaking investments for service or commercial purposes and how these are managed;

10. Limits on total investments for service purposes and for commercial purposes respectively (consistent with any limits required by other statutory guidance on investments);
11. Requirements for independent and expert advice and scrutiny arrangements (while business cases may provide some of this material, the information contained in them will need to be periodically re-evaluated to inform the Authority's overall strategy);
12. State compliance with paragraph 51 of the Prudential Code in relation to investments for commercial purposes, in particular the requirement that an authority must not borrow to invest primarily for financial return.

1. ABOUT THIS STATEMENT

1.1 Introduction

This statement summarises the treasury management function's strategy for the period 1 April 2023 to 31 March 2024.

The Chartered Institute of Public Finance and Accountancy (CIPFA) defines treasury management as:

“The management of the local authority’s borrowing, investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks.”

In summary, the treasury management function within this Authority (i.e., Barnet Council) manages the Authority's cash assets and determines the borrowing strategy to meet the Authority's capital programme. When investing the Authority's cash, the treasury management function prioritises counter party quality and liquidity over return.

The treasury management function has not engaged in any investments primarily for yield. However, the Authority has entered into lending activity (e.g., to Saracens and Open Door Homes). This lending activity supports its overall priorities around regeneration and housing within the Borough. The borrowing required to support this lending activity is included within our External Debt disclosures although we do not count the loans as Treasury Investments. The income generated through this lending activity is included within the Affordability Prudential Indicators set out in section 5.1.2.

1.2 Reporting Requirements

1.2.1 Capital Strategy

The CIPFA 2021 Prudential and Treasury Management Codes require all local authorities to prepare a Capital Strategy report which will provide the following:

- a high-level long-term overview of how capital expenditure, capital financing and treasury management activity contribute to the provision of services
- an overview of how the associated risk is managed
- the implications for future financial sustainability

The aim of the strategy is to ensure that all the Authority's elected members fully understand the overall long-term policy objectives and resulting Capital Strategy requirements, governance procedures and risk appetite.

The Authority's Capital Strategy is provided separately to this document and is not prepared by the treasury management function.

1.2.2 Treasury Management Reporting

Council is currently required to receive and approve, as a minimum, three main treasury reports each year, which incorporate a variety of policies, estimates and actuals.

- a. **Prudential and Treasury indicators and Treasury strategy** (this report) - The first, and most important report is forward looking and covers:
 - the capital plans, (including prudential indicators)
 - a minimum revenue provision (MRP) policy, (how residual capital expenditure is charged to revenue over time)
 - the Treasury Management Strategy, (how the investments and borrowings are to be organised), including Treasury Indicators; and
 - an Annual Investment Strategy, (the parameters on how investments are to be managed)
- b. **A mid-year treasury management report** – This is primarily a progress report and will update members on the capital position, amending prudential indicators as necessary, and whether any policies require revision. In addition, this Authority will receive quarterly update reports.
- c. **An annual treasury report** – This is a backward-looking review document and provides details of a selection of actual prudential and treasury indicators and actual treasury operations compared to the estimates within the strategy.

Scrutiny

The above reports are required to be adequately scrutinised before being recommended to Council. This role is undertaken by the Policy and Resources Committee for both the Treasury Management Strategy Statement, and the mid-year and annual reporting as part of the Executive Director for Strategy and Resources' quarterly reporting.

Note that the Authority is reviewing its governance framework which may necessitate a change to the scrutiny protocols mentioned above.

Quarterly reports – In addition to the three major reports detailed above, from 2023/24 quarterly reporting (end of June/end of December) is also required. However, these additional reports do not have to be reported to Full Council/Board but do require to be adequately scrutinised. This role will be undertaken by the Policy and Resources Committee. The reports, specifically, will provide updated Treasury/Prudential Indicators.

1.3 Treasury Management Strategy for 2023/24

The strategy for 2023/24 covers two main areas:

Capital expenditure

- the capital expenditure plans and the associated prudential indicators
- the minimum revenue provision (MRP) policy

Treasury management

- the current Treasury position
- Treasury Indicators which limit the treasury risk and activities of the Authority
- prospects for interest rates
- the borrowing strategy
- policy on borrowing in advance of need
- debt rescheduling
- the investment strategy
- creditworthiness policy; and
- the policy on use of external service providers

These elements cover the requirements of the Local Government Act 2003, DLUHC Investment Guidance, DLUHC MRP Guidance, the CIPFA Prudential Code and the CIPFA Treasury Management Code.

1.4 Training

The CIPFA Treasury Management Code requires the responsible officer to ensure that members with responsibility for treasury management receive adequate training in treasury management. This especially applies to members responsible for scrutiny.

Furthermore, pages 47 and 48 of the Code state that they expect “all organisations to have a formal and comprehensive knowledge and skills or training policy for the effective acquisition and retention of treasury management knowledge and skills for those responsible for management, delivery, governance and decision making.”

Officers are reviewing the Treasury team’s skills and training policy and will implement a refreshed training programme from 1 July 2023.

Officers will undertake CIPFA’s ‘self-assessment by members responsible for the scrutiny of treasury management’ to inform training needs.

During 22/23 members received training covering the following areas:

- CIPFA’s Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes
- Treasury Management Strategy Statement
- Statutory requirements and legislation relating to treasury management
- Capital Programme and Capital Financing Requirement
- Borrowing
- Treasury Management Indicators
- Investment

Further training will be arranged as required.

From 23/24 a formal record of the training received by officers central to the treasury function will be maintained by the Treasury Manager for the Authority. Similarly, a formal

record of the treasury management/capital finance training received by members will also be maintained by the Treasury Manager.

1.5 Treasury Management Consultants

The Authority uses Link Group, Link Treasury Services Limited as its external treasury management advisors.

Responsibility for treasury management decisions remains with the organisation at all times. The Authority will ensure that the terms of their appointment and the methods by which their value will be assessed are properly agreed and documented and subjected to regular review.

1.6 Notes on Data Used

The Treasury Management Function has used the following sources of data to complete the analysis within this Statement:

- 2021/22 Draft Statement of Accounts (for opening balances at 1 April 2022)
- Capital Strategy Summary disclosed at December 2022 Policy & Resources Committee (for Capital Expenditure projections). This report is presented alongside an update to the Capital Strategy Summary so numbers in this report may be inconsistent due to use of the previous Summary's data.
- MTFS disclosed at December 2022 Policy & Resources Committee (for General Fund Revenue projections)
- HRA Business Plan disclosed at December 2022 Policy & Resources Committee (for HRA Revenue projections)
- Unaudited Treasury Investment summaries at 31 December 2022 (for investment summaries)
- MRP Schedules provided to the Treasury Management Function by the Authority's Finance Team
- Interest rate and investment forecasts provided to us by our advisors Link
- 21/22 Outturn Report provided to the Treasury Management Function by the Authority's Finance Team (actuals for 21/22)

Note that our analysis is based on draft and / or unaudited information and so numbers presented in this Statement may differ from final audited numbers presented by the Authority at a later date.

2. THE CAPITAL PRUDENTIAL INDICATORS 2023/24 – 2025/26

This section sets out the key Capital Prudential Indicators used to make treasury decisions:

- Capital Expenditure and Financing
- Capital Finance Requirement
- Liability Benchmark

This section also sets out our Minimum Revenue Policy Statement for the period 2023/24.

2.1 Capital Expenditure and Financing

This prudential indicator is a summary of the Authority's capital expenditure plans based on the Capital Programme prepared for December 2022's Policy and Resources Committee. Members are asked to approve the capital expenditure forecasts:

Capital expenditure (£m)	2021/22 Actual	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate
Non-HRA	200.437	238.869	210.741	116.998	53.736
HRA	69.804	110.139	100.569	68.053	60.847
Total	270.241	349.007	311.309	185.051	114.584

Other long-term liabilities - the above financing need excludes other long-term liabilities, such as PFI and leasing arrangements that already include borrowing instruments.

The table below summarises the above capital expenditure plans and how these plans are being financed by capital or revenue resources.

Financing of capital expenditure (£m)	2021/22 Actual	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate
Capital receipts	5.461	10.311	14.581	17.727	0.160
Capital grants	122.747	136.914	72.486	23.136	4.377
Capital reserves	5.340	30.700	36.227	30.137	18.348
Revenue	42.015	18.769	13.134	11.733	8.203
Net financing need for the year	94.678	152.314	174.882	102.318	83.495

2.2 The Authority's Borrowing Need (the Capital Financing Requirement)

The Capital Finance Requirement (CFR) is the total historic capital expenditure which has not been paid for from either revenue or capital resources. It is a measure of the Authority's indebtedness and therefore its underlying "borrowing" need. Any capital expenditure set out in 2.1 above, which has not immediately been paid for through a revenue or capital resource, will increase the CFR – i.e., the council's Net Finance Requirement goes towards increasing the CFR.

The CFR does not increase indefinitely, as the minimum revenue provision (MRP) is a statutory annual revenue charge which broadly reduces the indebtedness in line with each asset's life, and so charges the economic consumption of capital assets as they are used.

The CFR includes any other long-term liabilities (e.g., PFI schemes, finance leases). Whilst these increase the CFR, and therefore the Authority's borrowing requirement, these types of schemes include a borrowing facility by the PFI, PPP lease provider and so the Authority is not required to separately borrow for these schemes. The Authority currently has £13.619m of such schemes within the CFR.

The Authority is asked to approve the CFR projections below:

Capital Financing Requirement (£m)	2021/22 Actual	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate
Non-HRA	587.361	659.458	752.378	787.136	803.646
Housing	246.984	316.135	386.120	440.203	492.848
Total CFR	834.345	975.593	1,138.498	1,227.339	1,296.494
Movement in CFR	97.679	141.248	162.905	88.841	69.155

Movement in CFR represented by					
Net financing need for the year (above)	94.678	152.314	174.882	102.318	83.495
Less MRP/VRP and other financing movements	3.001	11.067	11.978	13.477	14.341
Movement in CFR	97.679	141.247	162.904	88.841	69.155

External borrowing (£m)	2021/22 Actual	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate
Treasury Management	587.875	687.875	717.889	806.730	875.885

Year End Resources (£m)	2021/22 Actual	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate
Expected investments	204.139	162.891	30.000	30.000	30.000

A summary of Capital Expenditure, based on information disclosed at the December 2022 Policy and Resources committee, requiring Prudential Borrowing in excess of £10m over the period 2022/23 to 2025/26, is provided in the table below.

Estimated Net Financing Requirement (£m)		2022/23	2023/24	2024/25	2025/26	Total
General Fund	Housing acquisitions Open Door	22.00	36.00	36.00	28.50	122.50
	The Burroughs, Hendon	9.00	4.50	-	-	13.50
	Strategic opportunities fund	-	13.19	-	-	13.19
	Firestopping works and other urgent maintenance works at care homes	5.48	10.00	-	-	15.48
	Highway Asset Management/Network Recovery Plan (NRP) Phase 2	7.93	5.15	6.37	-	19.45
	Replacement Finance, HR and Procurement systems	2.69	5.62	2.70	-	11.01
	HRA	Miscellaneous Repairs	3.66	3.21	3.21	2.16
New Build - 250 units		1.87	8.28	28.99	24.26	63.40
Extra Care - housing (Cheshir)		0.00	13.92	0.96	-	14.88
Regen Stock Additional Investment		17.68	3.80	2.65	2.29	26.42
Carbon Neutral works		0.50	3.76	3.76	4.64	12.66
Barnet Homes GLA development programme		0.00	18.70	5.15	1.85	25.71
HRA Acquisitions Phase 3 - Programme 1		23.60	-	-	-	23.60
HRA Fire Safety Programme		8.20	5.90	5.90	5.90	25.90

2.3 Liability Benchmark

A third and new prudential indicator for 2023/24 is the Liability Benchmark (LB).

There are four components to the LB:

1. **Existing loan debt outstanding:** the Authority's outstanding debt
2. **Loans CFR:** projected CFR including approved Prudential Borrowing and planned MRP
3. **Net loans requirement:** the Authority's gross loan debt less treasury management investments at the last financial year-end, projected into the future and based on its approved prudential borrowing, planned MRP and any other major cash flows forecast. Note that for 2023/24 our LB does not include major cash flows beyond the projected Net Financing Requirement implied by the Capital Strategy summarised within a report submitted to Policy and Resources Committee in December 2022. We will look to evolve

our LB to include major cash flows through 2023/24 once we have reviewed the data available.

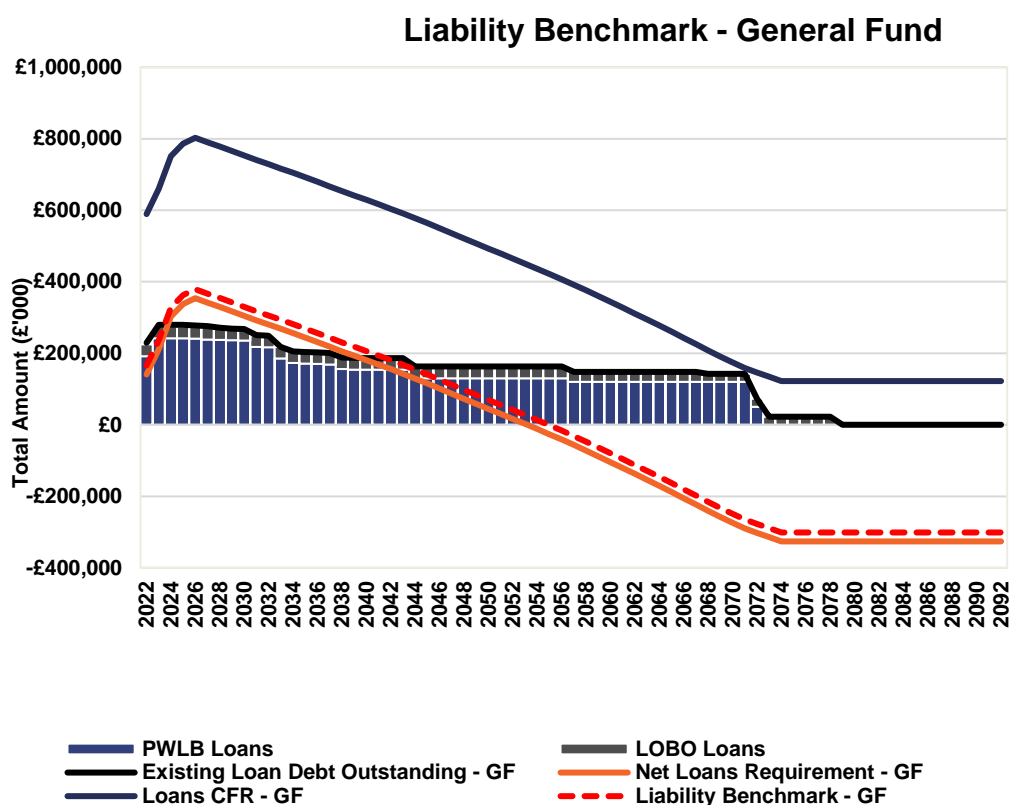
4. **Liability benchmark** (or gross loans requirement): this equals net loans requirement plus short-term liquidity allowance. For our LB included in this statement, we have taken a liquidity allowance of £30m. Short-term liquidity is currently not a concern of the treasury function given the level of forward-borrowing currently taken. Through 2023/24 the Treasury function will undertake a full review of liquidity requirements and may review the £30m allowance initially set.

Our Liability Benchmark is provided separately for the General Fund and HRA:

General Fund

The first 10 years' worth of entries, together with the projected values to 2092, are summarized in the table and chart below.

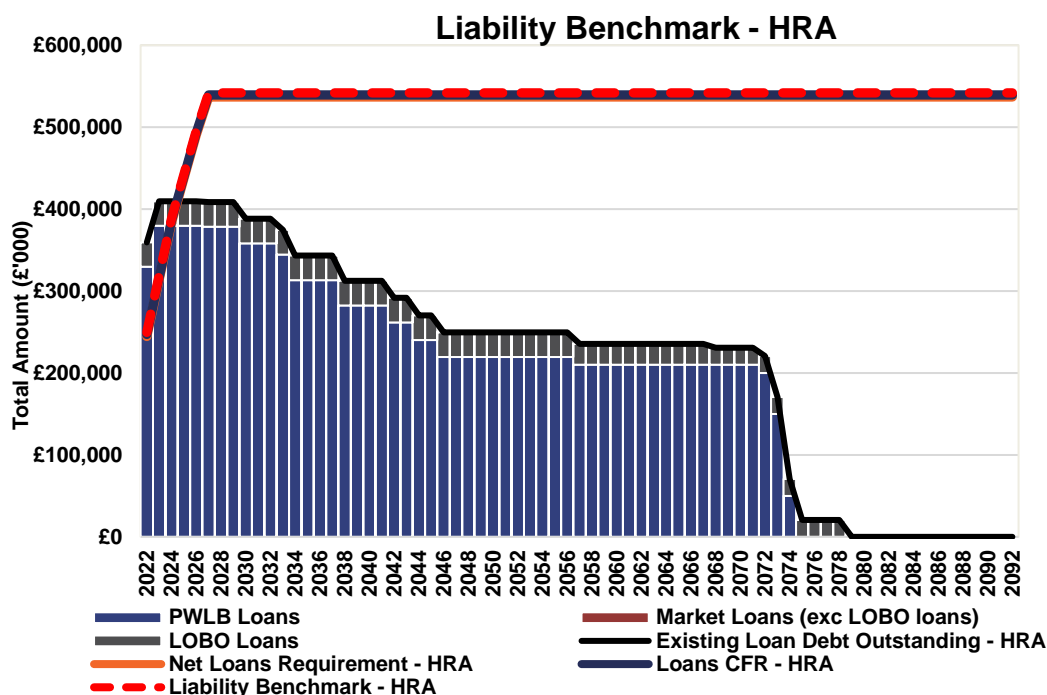
£m	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32
Existing Loan Debt	278.4	277.2	275.4	273.2	271.0	270.0	268.9	267.7	250.6	249.4
Loans CFR	659.5	752.4	787.1	803.6	790.8	778.0	764.8	751.3	737.7	725.0
Net Loan Requirements	211.3	304.3	339.0	355.5	342.6	329.9	316.6	303.2	289.6	276.8
Liability Benchmark	236.3	329.3	364.0	380.5	367.6	354.9	341.6	328.2	314.6	301.8



HRA

The first 10 years' worth of entries, together with the projected values to 2092, are summarized in the table and chart below.

£m	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32
Existing Loan Debt	409.5	409.5	409.5	409.5	408.5	408.5	408.5	388.0	388.0	388.0
Loans CFR	316.1	386.1	440.2	492.8	539.3	539.3	539.3	539.3	539.3	539.3
Net Loan Requirements	313.7	383.6	437.7	490.4	536.8	536.8	536.8	536.8	536.8	536.8
Liability Benchmark	318.7	388.6	442.7	495.4	541.8	541.8	541.8	541.8	541.8	541.8



Comments

- Our Liability Benchmark indicates that the Authority are currently holding excess cash relative to our Capital Programme – this is due to the advance borrowing undertaken through 2021/22 and 2022/23 to manage risks around increasing borrowing costs.
- It can be seen that, relative to the Capital Programme disclose to the Policy and Resources Committee at December 2022, and by virtue of the Liability Benchmark being lower than debt held, the General Fund is expected to have sufficient capital resources until 2023/24 and the HRA is expected to have sufficient capital resources until 2024/25. The Treasury team are monitoring the Capital Programme as even small slippages in total capital expenditure can have a large impact on overall borrowing requirements.
- Our Liability Benchmark also indicates that our long-term loans within the General Fund are expected to be supported by significant build-up of cash reserves as MRP is gradually recognised over time. Over time, a strategy will need to be set to determine whether these cash reserves are used to finance future capital expenditure through internal borrowing or whether a longer-term investment strategy is set to efficiently hedge the loan maturities.
- We note that the CFR for the General Fund does not trend to zero. After investigating this internally we are satisfied that the General Fund's CFR would trend to zero once allowance is made for contractual Capital Receipts due through the projection period (e.g. via repayment of loans made to third parties). As noted, we will be developing our Liability Benchmark to include known Capital Receipts once we have reviewed the data available.

Specific Comment on Long-term level of CFR within the HRA

- Currently, rental income within the HRA is insufficient to pay for all property management, repair costs, major works costs (such as replacing kitchens, bathrooms, roofs etc.) and service debt interest. This is due to additional

costs relating to amended legislation around fire safety (post-Grenfell), ageing stock and costs increasing at a faster rate than income. This position is reflected in the HRA Business Plan.

- An implication of this is that both the debt and Housing Stock underpinning the HRA are assumed to be held in perpetuity.
- This means that the HRA is exposed to increasing and significant interest rate risk (i.e., around re-financing its debt portfolio and taking on more debt).
- To the extent that the underlying Housing Stock would need to be refreshed, then additional borrowing would be required, adding additional pressure on the HRA.
- Internal modelling disclosed within the HRA's business plan indicates that the position becomes unsustainable from around 2035, although this does depend on the level of interest rates assumed and extent of maintenance completed in year.
- Making necessary safety maintenance is a priority, but it will also be a short to medium term priority of the Council to consider its long-term Liability Benchmark and the longer-term implications of maintaining its CFR (and therefore overall debt) in perpetuity.

2.4 Minimum Revenue Provision (MRP) Policy Statement

Under Regulation 27 of the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003, where the Authority has financed capital expenditure by borrowing, it is required to make a provision each year through a revenue charge (MRP).

The Authority is required to calculate a prudent provision of MRP which ensures that the outstanding debt liability is repaid over a period that is reasonably commensurate with that over which the capital expenditure provides benefits. The MRP Guidance (2018) gives four ready-made options for calculating MRP, but the Authority can use any other reasonable basis that it can justify as prudent.

The MRP policy statement requires full Council approval (or closest equivalent level) in advance of each financial year.

The Authority is recommended to approve the following MRP policy.

It is proposed that the Council approves the Minimum Revenue Provision (MRP) policy for 2023/24 as follows (unchanged from 22/23):

- The MRP charge for capital expenditure incurred before 1 April 2008 (prior to the introduction of the Prudential Code), or which has subsequently been financed by supported borrowing (i.e., where the council may be in receipt of Government resources to meet financing costs), will be based on an annuity basis. The opening balance on which the MRP is calculated has been adjusted as per the 2003 regulations
- For any capital expenditure carried out after 1 April 2008 being financed by unsupported borrowing the Authority will be adopting the asset life method (option 3). This is where MRP will be based on the capital expenditure divided by a determined asset life or profile of benefits to give annual instalments.
- The annual instalment may be calculated by the equal instalment method, annuity method or other methods as justified by the circumstances of the

case at the discretion of the s151 Officer. With effect from 1 April 2020 all repayments have been calculated on an annuity basis.

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

The Authority will be proactive about what assets are financed via the unsupported route. Under the Asset Life Method, short life assets will incur a higher MRP than longer life assets. Therefore, it would be more beneficial to finance short life assets, e.g., vehicles and IT equipment, from capital receipts or from direct revenue financing of the Capital Programme rather than unsupported borrowing, hence minimising the MRP.

The interest rate to be used in the annuity calculations will be the PWLB annuity rate for a loan with a term equivalent to the estimated life of the asset as at 1st April 2021 for capital expenditure incurred prior to 2021/22 and the 1st of April of the financial year in which the charge commences for subsequent capital expenditure

The Authority will treat the asset life as commencing in the year in which the asset first becomes operationally available. Noting that in accordance with the regulations the Authority may postpone the beginning of the associated MRP until the financial year following the one in which the asset becomes operational, there will be an annual adjustment for Assets Under Construction

The amount of MRP chargeable relating to finance leases and PFI contracts will be calculated using the annuity method over the asset life/underlying benefit arising from the activity/assets to which the PFI contract relates or will be equal to the principal repayment over the contract period.

Voluntary repayment of debt - the Authority may make additional voluntary debt repayment provision from revenue or capital resources. If it does so, this will be disclosed in the Authority's Statement of Accounts. The Section 151 officer can then choose to offset previous years disclosed overpayments against the current year's prudent provision providing the amount charged is not less than zero.

Loans to Open Door Homes

The Council has established a company to which it will be providing loans on a commercial basis. The cash advances will be used by the company to fund capital expenditure and should therefore be treated as capital expenditure and a loan to a third party. The Capital Financing Requirement (CFR) may increase by the amount of loans advanced and under the terms of contractual loan agreements are due to be returned in full by 2040, with interest paid.

Once funds are returned to the Authority, the returned funds are classed as a capital receipt and are offset against the CFR, which will reduce accordingly.

In previous years it was not considered necessary to apply MRP on these loans as the funds will be returned in full. The policy was changed in 2019/20 to apply MRP to the loans as this was considered to meet the requirements of statutory guidance in light of the potential variability in the timing of loan repayments.

Loan repayments will be available to offset future MRP charges, however, we have not included Open Door Homes loan repayments within our Liability Benchmark analysis, which we feel is a prudent approach. We may review this approach in future periods.

Loans to third parties

Where loans are made to other bodies for their capital expenditure, then the capital receipts generated by the annual repayments on those loans will be put aside to repay debt instead of charging MRP. However, if there is a risk during the term of the loan that collateral held as security is not sufficient to meet its obligations, or there is a likelihood of default, a prudent MRP will commence as a charge to the Authority's revenue account.

Other methods to provide for MRP may occasionally be used in individual cases where this is consistent with the statutory duty to be prudent, as justified by the circumstances of the case, at the discretion of the Section 151 officer.

On an annual basis the Section 151 officer shall review the level of MRP to be charged, to determine if this is at a level which is considered prudent based on the Authority's individual circumstances at that time, taking into account medium / long term financial plans, current budgetary pressures, current and future capital expenditure plans, funding needs and any longer-term transformational plans.

Dependant on this review the Section 151 officer shall be able to adjust the MRP charge. The amount of MRP charged shall not be less than zero in any financial year.

MRP Overpayments

Under the MRP guidance, any charges made in excess of the statutory MRP can be made, known as voluntary revenue provision (VRP).

VRP can be reclaimed in later years if deemed necessary or prudent. In order for these amounts to be reclaimed for use in the budget, this policy must disclose the cumulative overpayment made each year.

Cumulative VRP overpayments made to date are £3.573m.

3. BORROWING

This section sets out overall investments and borrowing as at 31 December 2022.

3.1 Current Portfolio Position

The overall treasury management portfolio as at 31 March 22 and the position as at 31 December 22 are shown below for both borrowing and investments.

Investments and Borrowing				
	31.03.22		31.12.22	
	£'000	%	£'000	%
Treasury Investments				
Money Market Funds	10,250	5.33%	98,370	51.06%
Local Authorities	-	0.00%	-	0.00%
Banks UK	39,962	20.78%	30,000	15.57%
Banks Overseas *	117,100	60.89%	39,300	20.40%
Other Investments	25,000	13.00%	25,000	12.98%
Total Treasury Investments	192,312	100.00%	192,670	100.00%
<i>* Refers to Overseas banks that are domiciled within the UK with a UK branch and all deposits are in Sterling</i>				
Borrowing				
PWLB	521,580	88.54%	621,580	90.36%
Bank Borrowing - LOBO's	62,500	10.61%	62,500	9.09%
Total long-term debt	584,080		684,080	
Short-term Debt	-	0.00%	-	0.00%
Interest-free Loans - Salix	5,013	0.85%	3,835	0.56%
Total Treasury Borrowing	589,093	100.00%	687,915	100.00%
Net Treasury Investments / (Borrowing)	(396,781)		(495,245)	
Other long-term Liabilities – PFI**	(13,619)		(13,619)	
Net Investments / (Borrowing)	(410,400)		(508,864)	
<i>** Refers to the joint Streetlighting PFI lease liability</i>				

Debt projections

The Authority's forward projections for borrowing are summarised below. The table shows the actual external debt, against the underlying capital borrowing need (the Capital Financing Requirement - CFR), and the Liability Benchmark, which represents the level of borrowing required if all cash investments in excess of our liquidity requirements are utilised towards capital expenditure.

This highlights two things:

- The council's "over" or "under" borrowing position – i.e., the level of external debt held relative to historical capital expenditure that has not been recognised through the revenue account.
- The level of external debt (as expressed via the Liability Benchmark) that would be held relative to the capital programme allowing for assuming all available (i.e., in excess of liquidity requirements) cash resources are utilised for Capital Expenditure.

The projected debt assumes that we would first use cash resources to finance capital expenditure and that we would then seek to borrow in line with our Liability Benchmark.

In practice, we may elect to borrow ahead of the level of debt implied by our Liability Benchmark to, for example, hedge interest rate risk or manage short-term liquidity needs (amongst other things). Our risk management strategy for borrowing is discussed further in the Operational Boundary and Authorised Limit sections.

External Debt (£m)	2021/22 Actual	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate
Debt at 1 April (excl OLTL)	490.168	589.093	689.093	719.107	807.948
Expected change in Debt	98.925	100.000	30.014	88.841	69.155
Other long-term liabilities (OLTL)	13.619	12.825	11.925	10.905	9.748
Expected change in OLTL	(0.701)	(0.794)	(0.900)	(1.020)	(1.156)
Actual gross debt at 31 March	602.011	701.124	730.132	817.833	885.695
The Capital Financing Requirement	834.345	975.593	1,138.498	1,227.339	1,296.494
Under / (over) borrowing	232.334	274.469	408.366	409.506	410.799

Statement on expected debt relative to our CFR

We are required to confirm that gross debt does not, except in the short-term, exceed the total of the CFR in the preceding year plus the estimates of any additional CFR for 2023/24 and the following two financial years.

Future debt is expected to run well below this indicator based on the current Capital Programme and so the Executive Director of Strategy and Resources can report that the Authority complied with this prudential indicator in the current year and does not envisage difficulties for the future.

This view takes account of current commitments, existing plans and the proposals in this budget report.

3.2 Treasury Indicators: Limits to Borrowing Activity

The **Operational Boundary** for external debt: This is the limit beyond which external debt is not normally expected to exceed.

The 2021 Prudential Code states the following in relation to the two key Treasury Prudential Indicators, Operational Boundary and Authorised Limit:

“Both the authorised limit and the operational boundary for external debt need to be consistent with the authority’s plans for capital expenditure and financing, and with its treasury management policy, strategy and practices. Risk analysis and risk management strategies should also be taken into account. The operational boundary should be based on the authority’s estimate of most likely, i.e. prudent, but not worst case scenario and should equate to the maximum level of external debt projected by this estimate.”

For periods 2023/24, we propose to set the Operational Boundary metric relative to the Authority’s Liability Benchmark plus a margin to allow for 12-months of advance borrowing relative to the Capital Programme agreed by Council. This effectively represents a policy decision that the Treasury team may, if conditions are appropriate, and with agreement of the Executive Director for Strategy and Resources, borrow in advance of need for 12-months. It is important to note that the Operational Boundary can be exceeded, but this would need to be carefully considered with the reasons fully explained and justified.

Such reasons may include:

- The Authority believes it is prudent to borrow in advance for more than 12-months;
- The Authority has a short-term liquidity spike beyond our £30m buffer due to the timing of outgo and anticipated income;
- The Capital Programme accelerates relative to what was agreed when our Operational Boundary was set – *in this situation the treasury function would want to understand the sustainability of this and whether the acceleration had been costed;*
- The Authority is required to borrow for reasons not identified within the Capital Programme – e.g., in a significant emergency. This is unlikely and the Authorised Limit provides an ultimate control to borrowing in this situation.

The treasury function will monitor borrowing relative to the Operational Boundary on a quarterly basis. The treasury function believes switching the Authority’s Operational Boundary to a measure that is relative to our Liability Benchmark will improve the governance around borrowing decisions and our overall risk framework.

Operational Boundary (summary):

Operational Boundary (£m)	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate
Expected Borrowing at start of period	589.093	689.093	719.107	807.948
New Loans Requirement during period (if negative indicates no borrowing required)	100.000	30.014	88.841	69.155
Expected Borrowing at end of period	689.093	719.107	807.948	877.103
Operational Boundary Borrowing (Expected Borrowing plus following year's New Loans Requirement)	719.107	807.948	877.103	923.729
Other long-term liabilities (OLTL)	12.825	11.925	10.905	9.748
Operational Boundary OLTL	12.825	11.925	10.905	9.748
Total Operational Boundary	731.932	819.873	888.008	933.477

The **Authorised Limit** for external debt. This is a key prudential indicator and represents a control on the maximum level of borrowing. This represents a legal limit beyond which external debt is prohibited, and this limit needs to be set or revised by the Full Council. It reflects the level of external debt which, while not desired, could be afforded in the short-term, but is not sustainable in the longer-term.

- This is the statutory limit determined under section 3 (1) of the Local Government Act 2003. The Government retains an option to control either the total of all local authority plans, or those of a specific authority, although this power has not yet been exercised.
- The Authority is asked to approve the following Authorised Limit:

As per the policy in 22/23, the Council has set its Authorised Limit to be £100m in excess of the Operational Boundary.

Authorised Limit (£m)	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate
Debt	819.107	907.948	977.103	1,023.729
Other long-term liabilities	12.825	11.925	10.905	9.748
Total	831.932	919.873	988.008	1,033.477

3.3 Prospects for Interest Rates

The Authority has appointed Link Group as its treasury advisor and part of their service is to assist the Authority to formulate a view on interest rates. Link provided the following forecasts on 19 December 2022. These are forecasts for certainty rates, gilt yields plus 80 bps.

Link Group Interest Rate View	19.12.22												
	Dec-22	Mar-23	Jun-23	Sep-23	Dec-23	Mar-24	Jun-24	Sep-24	Dec-24	Mar-25	Jun-25	Sep-25	Dec-25
BANK RATE	3.50	4.25	4.50	4.50	4.50	4.00	3.75	3.50	3.25	3.00	2.75	2.50	2.50
3 month ave earnings	3.60	4.30	4.50	4.50	4.50	4.00	3.80	3.30	3.00	3.00	2.80	2.50	2.50
6 month ave earnings	4.20	4.50	4.60	4.50	4.20	4.10	3.90	3.40	3.10	3.00	2.90	2.60	2.60
12 month ave earnings	4.70	4.70	4.70	4.50	4.30	4.20	4.00	3.50	3.20	3.10	3.00	2.70	2.70
5 yr PWLB	4.20	4.20	4.20	4.10	4.00	3.90	3.80	3.60	3.50	3.40	3.30	3.20	3.10
10 yr PWLB	4.30	4.40	4.40	4.30	4.10	4.00	3.90	3.80	3.60	3.50	3.40	3.30	3.30
25 yr PWLB	4.60	4.60	4.60	4.50	4.40	4.20	4.10	4.00	3.90	3.70	3.60	3.50	3.50
50 yr PWLB	4.30	4.30	4.30	4.20	4.10	3.90	3.80	3.70	3.60	3.50	3.30	3.20	3.20

Link commentary:

“Our central forecast for interest rates was updated on 19 December and reflected a view that the MPC would be keen to further demonstrate its anti-inflation credentials by delivering a succession of rate increases. Bank Rate stands at 3.5% currently but is expected to reach a peak of 4.5% in H1 2023.

Further down the road, we anticipate the Bank of England will be keen to loosen monetary policy when the worst of the inflationary pressures are behind us – but that timing will be one of fine judgment: cut too soon, and inflationary pressures may well build up further; cut too late and any downturn or recession may be prolonged.

The CPI measure of inflation looks to have peaked at 11.1% in Q4 2022 (currently 10.7%). Despite the cost-of-living squeeze that is still taking shape, the Bank will want to see evidence that wages are not spiralling upwards in what is evidently a very tight labour market.

Regarding the plan to sell £10bn of gilts back into the market each quarter (Quantitative Tightening), this has started and will focus on the short, medium and longer end of the curve in equal measure, now that the short-lived effects of the Truss/Kwarteng unfunded dash for growth policy are firmly in the rear-view mirror.

In the upcoming months, our forecasts will be guided not only by economic data releases and clarifications from the MPC over its monetary policies and the Government over its fiscal policies, but the on-going conflict between Russia and Ukraine. (More recently, the heightened tensions between China/Taiwan/US also have the potential to have a wider and negative economic impact.)

On the positive side, consumers are still estimated to be sitting on over £160bn of excess savings left over from the pandemic so that will cushion some of the impact of the above challenges. However, most of those are held by more affluent people whereas lower income families already spend nearly all their income on essentials such as food, energy and rent/mortgage payments.

PWLB RATES

- *The yield curve movements have become less volatile of late and PWLB 5 to 50 years Certainty Rates are, generally, in the range of 4.10% to 4.80%.*
- *We view the markets as having built in, already, nearly all the effects on gilt yields of the likely increases in Bank Rate and the elevated inflation outlook.*

The balance of risks to the UK economy: -

- *The overall balance of risks to economic growth in the UK is to the downside.*

Downside risks to current forecasts for UK gilt yields and PWLB rates include: -

- **Labour and supply shortages** prove more enduring and disruptive and depress economic activity (accepting that in the near-term this is also an upside risk to inflation and, thus, rising gilt yields).
- **The Bank of England** acts too quickly, or too far, over the next year to raise Bank Rate and causes UK economic growth, and increases in inflation, to be weaker than we currently anticipate.
- **UK / EU trade arrangements** – if there was a major impact on trade flows and financial services due to complications or lack of co-operation in sorting out significant remaining issues.
- **Geopolitical risks**, for example in Ukraine/Russia, China/Taiwan/US, Iran, North Korea and Middle Eastern countries, which could lead to increasing safe-haven flows.

Upside risks to current forecasts for UK gilt yields and PWLB rates: -

- The **Bank of England is too slow** in its pace and strength of increases in Bank Rate and, therefore, allows inflationary pressures to build up too strongly and for a longer period within the UK economy, which then necessitates Bank Rate staying higher for longer than we currently project or even necessitates a further series of increases in Bank Rate.
- **The Government** acts too quickly to cut taxes and/or increases expenditure in light of the cost-of-living squeeze.
- **The pound weakens** because of a lack of confidence in the UK Government's fiscal policies, resulting in investors pricing in a risk premium for holding UK sovereign debt.
- Longer term **US treasury yields** rise strongly and pull gilt yields up higher than currently forecast.
- Projected **gilt issuance, inclusive of natural maturities and QT**, could be too much for the markets to comfortably digest without higher yields consequently.

Borrowing advice: Our long-term (beyond 10 years) forecast for Bank Rate stands at 2.5%. As all PWLB certainty rates are currently above this level, borrowing strategies will need to be reviewed in that context. Better value can generally be obtained at the shorter end of the curve and short-dated fixed LA to LA monies should be considered. Temporary borrowing rates are likely, however, to remain near Bank Rate and may also prove attractive whilst the market waits for inflation, and therein gilt yields, to drop back later in 2023.

Our suggested budgeted earnings rates for investments up to about three months' duration in each financial year are rounded to the nearest 10bps as follows: -

<i>Average earnings in each year</i>	
<i>2022/23 (remainder)</i>	<i>4.00%</i>
<i>2023/24</i>	<i>4.40%</i>
<i>2024/25</i>	<i>3.30%</i>
<i>2025/26</i>	<i>2.60%</i>
<i>2026/27</i>	<i>2.50%</i>
<i>Years 6 to 10</i>	<i>2.80%</i>
<i>Years 10+</i>	<i>2.80%</i>

As there are so many variables at this time, caution must be exercised in respect of all interest rate forecasts.

Our interest rate forecast for Bank Rate is in steps of 25 bps, whereas PWLB forecasts have been rounded to the nearest 10 bps and are central forecasts within bands of + / - 25 bps. Naturally, we continue to monitor events and will update our forecasts as and when appropriate.

3.4 Borrowing Strategy

The Authority's Operational Boundary gives 12-months capacity to advance borrow relative to the Capital Programme agreed by Council. As indicated within our Liability Benchmark the Authority has borrowed in advance of its Capital Strategy. The rationale for this was to manage our interest rate risk.

Our overall borrowing strategy is to utilise cash resources to fund the Capital Programme when we have these available, however we will take opportunities to borrow in advance if we can take advantages of yields which reflect the underlying business case of the particular capital programme (or lower).

We will also use the Liability Benchmark to inform duration of loans taken out, specifically in anticipation that the Authority is expecting to build up significant cash reserves over the next 50 years to meet significant maturities arising at that time.

3.5 Policy on Borrowing in Advance of Need

As stated above, the Authority's Operational Boundary includes capacity for around 12-months borrowing ahead of need. The Authority may, and has, borrowed in advance of need if doing so reduces the risk and / or stabilises the cost of its Capital Programme. In making a decision to borrow ahead of need the council will consider:

- Any impact on revenue from "cost of carry"
- The likely use for the forward borrowing within the capital programme and the relative confidence we have of that element of the programme moving forward
- Overall slippage within the whole of the capital programme
- Interest rate forecasts from our treasury advisors and other sources
- Any existing forward borrowing taken on

3.6 Rescheduling

Rescheduling of current borrowing in our debt portfolio is unlikely to occur as there is still a large difference between premature redemption rates and new borrowing rates.

3.7 New Financial Institutions as a Source of Borrowing and / or Types of Borrowing

Currently the PWLB Certainty Rate is set at gilts + 80 basis points. However, consideration may still need to be given to sourcing funding from the following sources for the following reasons:

- Local authorities (primarily shorter dated maturities out to 3 years or so – generally still cheaper than the Certainty Rate).
- Financial institutions (primarily insurance companies and pension funds but also some banks, out of forward dates where the objective is to avoid a "cost of carry" or to achieve refinancing certainty over the next few years).
- Other quasi government bodies, such as the UK Municipal Bonds Agency and UK Infrastructure Bank

Our advisors will keep us informed as to the relative merits of each of these alternative funding sources.

3.8 Approved Sources of Long and Short-term Borrowing

On Balance Sheet Fixed Variable

PWLB	●	●
UK Municipal Bond Agency	●	●
Local Authorities	●	●
Banks	●	●
Pension Funds	●	●
Insurance Companies	●	●
UK Infrastructure Bank	●	●
Market (long-term)	●	●
Market (temporary)	●	●
Market (LOBOs)	●	●
Stock Issues	●	●
Local Temporary	●	●
Local Bonds	●	
Local Authority Bills	●	●
Overdraft		●
Negotiable Bonds	●	●
Internal (capital receipts & revenue balances)	●	●
Commercial Paper	●	
Medium Term Notes	●	
Finance Leases	●	●

4 ANNUAL INVESTMENT STRATEGY

4.1 Investment Policy – Management of Risk

The Department of Levelling Up, Housing and Communities (DLUHC - this was formerly the Ministry of Housing, Communities and Local Government (MHCLG)) and CIPFA have extended the meaning of 'investments' to include both financial and non-financial investments. This report deals solely with treasury (financial) investments, (as managed by the treasury management team). Non-financial investments, essentially the purchase of income yielding assets and service investments, are covered in the Capital Strategy, (a separate report).

The Authority's investment policy has regard to the following: -

- DLUHC's Guidance on Local Government Investments ("the Guidance")
- CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes 2021 ("the Code")
- CIPFA Treasury Management Guidance Notes 2021

The Authority's investment priorities will be security first, portfolio liquidity second and then yield (return). The Authority will aim to achieve the optimum return (yield) on its investments commensurate with proper levels of security and liquidity and with regard to the Authority's risk appetite.

The above guidance from the DLUHC and CIPFA places a high priority on the management of risk. This Authority has adopted a prudent approach to managing risk and defines its risk appetite by the following means: -

1. Minimum acceptable **credit criteria** are applied in order to generate a list of highly creditworthy counterparties. This also enables diversification and thus avoidance of concentration risk. The key ratings used to monitor counterparties are the short-term and long-term ratings.
2. **Other information:** ratings will not be the sole determinant of the quality of an institution; it is important to continually assess and monitor the financial sector on both a micro and macro basis and in relation to the economic and political environments in which institutions operate. The assessment will also take account of information that reflects the opinion of the markets. To achieve this consideration the Authority will engage with its advisors to maintain a monitor on market pricing such as "**credit default swaps**" and overlay that information on top of the credit ratings.
3. **Other information sources** used will include the financial press, share price and other such information pertaining to the financial sector in order to establish the most robust scrutiny process on the suitability of potential investment counterparties.
4. This Authority has defined the list of **types of investment instruments** that the Treasury management team are authorised to use. There are two lists in Appendix 5.4 under the categories of 'specified' and 'non-specified' investments.

Specified investments are those with a high level of credit quality and subject to a maturity limit of one year or have less than a year left to run to

maturity, if originally they were classified as being non-specified investments solely due to the maturity period exceeding one year.

Non-specified investments are those with less high credit quality, may be for periods in excess of one year, and/or are more complex instruments which require greater consideration by members and officers before being authorised for use.

5. **Non-specified and loan investment limits.** The Authority has determined that it will set a limit to the maximum exposure of the total treasury management investment portfolio to non-specified treasury management investments to £100m (no change from 22/23).
6. **Lending limits**, (amounts and maturity), for each counterparty will be set through applying the matrix table in paragraph 4.2.
7. **Transaction limits** are set for each type of investment in 4.2.
8. This Authority will set a limit for its investments which are invested for **longer than 365 days**, (see paragraph 4.4).
9. Investments will only be placed with counterparties from countries with a specified minimum **sovereign rating**, (see paragraph 4.3).
10. This Authority has engaged **external consultants**, (see paragraph 1.5), to provide expert advice on how to optimise an appropriate balance of security, liquidity and yield, given the risk appetite of this Authority in the context of the expected level of cash balances and need for liquidity throughout the year.
11. All investments will be denominated in **sterling**.
12. As a result of the change in accounting standards for 2022/23 under IFRS 9, this Authority will consider the implications of investment instruments which could result in an adverse movement in the value of the amount invested and resultant charges at the end of the year to the General Fund. (In November 2018, the MHCLG, concluded a consultation for a temporary override to allow English local authorities time to adjust their portfolio of all pooled investments by announcing a statutory override to delay implementation of IFRS 9 for five years ending 31.3.23. At the current juncture it has not been determined whether a further extension to the over-ride will be agreed by Government.

However, this Authority will also pursue **value for money** in treasury management and will monitor the yield from investment income against appropriate benchmarks for investment performance, (see paragraph 4.5). Regular monitoring of investment performance will be carried out during the year.

Changes in risk management policy from last year.

No changes

4.2 Creditworthiness Policy

The primary principle governing the council's investment criteria is the security of its investments, although the yield or return on the investment is also a key consideration. After this main principle, the council will ensure that:

- It maintains a policy covering both the categories of investment types it will invest in, criteria for choosing investment counterparties with adequate security, and monitoring their security. This is set out in the specified and non-specified investment sections of appendix 5.3 below; and
- It has sufficient liquidity in its investments. For this purpose, it will set out procedures for determining the maximum periods for which funds may prudently be committed. These procedures also apply to the council's prudential indicators covering the maximum principal sums invested.

The Executive Director of Resources will maintain a counterparty list in compliance with the following criteria and will revise the criteria and submit them to Council for approval as necessary. These criteria are separate to that which determines which types of investment instrument are either specified or non-specified as it provides an overall pool of counterparties considered high quality which the council may use, rather than defining what types of investment instruments are to be used.

Credit rating information is supplied by Link Group, our treasury advisors, on all active counterparties that comply with the criteria below. Any counterparty failing to meet the criteria would be omitted from the counterparty (dealing) list. Any rating changes, rating Watches (notification of a likely change), rating Outlooks (notification of the longer-term bias outside the central rating view) are considered before dealing. For instance, a negative rating Watch applying to counterparty at the minimum council criteria will be suspended from use, with all others being reviewed considering market conditions.

Time and monetary limits applying to investments. The time and monetary limits for institutions on the council's counterparty list and the proposed criteria for specified and non-specified investments are shown in Appendix 5.3.

UK banks – ring fencing

The largest UK banks, (those with more than £25bn of retail / Small and Medium-sized Enterprise (SME) deposits), were required, by UK law, to separate core retail banking services from their investment and international banking activities by 1st January 2019. This is known as “ring-fencing”. Whilst smaller banks with less than £25bn in deposits are exempt, they can choose to opt up. Several banks are very close to the threshold already and so may come into scope in the future regardless.

Ring-fencing is a regulatory initiative created in response to the global financial crisis. It mandates the separation of retail and SME deposits from investment banking, to improve the resilience and resolvability of banks by changing their structure. In general, simpler activities offered from within a ring-fenced bank, (RFB), will be focused on lower risk, day-to-day core transactions, whilst more complex and “riskier” activities are required to be housed in a separate entity, a non-ring-fenced bank, (NRFB). This is intended to ensure that an entity's core activities are not adversely affected by the acts or omissions of other members of its group.

While the structure of the banks included within this process may have changed, the fundamentals of credit assessment have not. The council will continue to assess the new-formed entities in the same way that it does others and those with sufficiently

high ratings, (and any other metrics considered), will be considered for investment purposes.

4.3 Country Limits

The council has determined that it will only use approved counterparties from the United Kingdom or countries with a minimum sovereign credit rating of AA from Fitch (or equivalent). This minimum rating does not apply to the United Kingdom. The list of countries that qualify using this credit criteria as at the date of this report are shown in Appendix 5.4. This list will be added to, or deducted from, by officers should ratings change in accordance with this policy.

In addition:

- no more than £40 million will be placed with any non-UK country at any time.
- limits in place above will apply to a group of companies.

4.4 Investment Strategy

In-house funds. Investments will be made with reference to the core balance and cash flow requirements and the outlook for short-term interest rates (i.e., rates for investments up to 12 months). Greater returns are usually obtainable by investing for longer periods. The current shape of the yield curve suggests that is the case at present, but there is the prospect of Bank Rate peaking in the first half of 2023 and possibly reducing as early as the latter part of 2023 so an agile investment strategy would be appropriate to optimise returns.

Accordingly, while most cash balances are required in order to manage the ups and downs of cash flow, where cash sums can be identified that could be invested for longer periods, the value to be obtained from longer-term investments will be carefully assessed.

Investment returns expectations.

The current forecast shown in paragraph 3.3, includes a forecast for Bank Rate to reach 4.5% in Q2 2023.

The suggested budgeted investment earnings rates for returns on investments placed for periods up to about three months during each financial year are as follows: -

Average earnings in each year	
2022/23 (remainder)	4.00%
2023/24	4.40%
2024/25	3.30%
2025/26	2.60%
2026/27	2.50%
Years 6 to 10	2.80%
Years 10+	2.80%

As there are so many variables at this time, caution must be exercised in respect of all interest rate forecasts.

For its cash flow generated balances, the Authority will seek to utilise its business reserve instant access and notice accounts, Money Market Funds and short-dated deposits, (overnight to 100 days), in order to benefit from the compounding of interest.

Investment Treasury Indicator and Limit - total principal funds invested for greater than 365 days. These limits are set with regard to the Authority's liquidity requirements and to reduce the need for early sale of an investment and are based on the availability of funds after each year-end.

The Authority is asked to approve the following Treasury Indicator and Limit: -

Upper limit for principal sums invested for longer than 365 days			
(£m)	2023/24	2024/25	2025/26
Principal sums invested for longer than 365 days	£25m	£25m	£25m

4.5 Investment Performance / Risk Benchmarking

The council will use an investment benchmark to assess the investment performance of its investment portfolio of 7-day SONIA (Sterling Overnight Index Average)

4.6 End of year investment report

At the end of the financial year, the council will report on its investment activity as part of its Annual Treasury Report.

5 APPENDICES

1. Prudential and Treasury indicators
2. Interest rate forecasts
3. Economic background
4. Treasury management practice 1 – credit and counterparty risk management
5. Approved countries for investments
6. Treasury management scheme of delegation
7. The Treasury management role of the section 151 officer

5.1 CAPITAL AND TREASURY PRUDENTIAL INDICATORS 2023/24 – 2025/26

The Authority's capital expenditure plans are the key driver of treasury management activity. The output of the capital expenditure plans is reflected in the prudential indicators, which are designed to assist members' overview and confirm capital expenditure plans.

5.1.1 Capital Expenditure

Capital Expenditure (£m)	2021/22 Actual	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate
Adults and Safeguarding	3.439	5.254	4.606	3.762	-
Housing and Growth (Brent Cross)	97.879	75.283	39.151	24.939	-
Children, Education & Safeguarding	15.767	16.275	9.179	9.376	5.431
Community Leadership and Libraries	-	2.274	0.200	-	-
Environment	3.095	31.935	25.774	17.864	12.960
Housing and Growth Committee	79.691	87.373	123.847	56.287	35.345
Policy & Resources	0.567	20.475	7.984	4.770	-
Total - General Fund	200.437	238.869	210.741	116.998	53.736
Housing Revenue Account	69.804	110.139	100.569	68.053	60.847
Total - all services	270.241	349.01	311.31	185.05	114.58

5.1.2 Affordability Prudential Indicators

The previous sections cover the overall capital and control of borrowing prudential indicators, but within this framework prudential indicators are required to assess the affordability of the capital investment plans. These provide an indication of the impact of the capital investment plans on the Authority's overall finances. The Authority is asked to approve the following indicators: -

Ratio of Financing Costs to Net Revenue Stream

This indicator identifies the trend in the cost of capital, (borrowing and other long-term obligation costs net of investment income), against the net revenue stream.

%	2021/22 Actual	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate
Non-HRA	4.98%	2.70%	3.09%	3.26%	3.26%
HRA	17.62%	14.59%	15.50%	19.78%	21.17%
Total	6.88%	4.39%	4.86%	5.62%	5.86%

The estimates of financing costs include current commitments and the proposals in this budget report.

HRA Ratios

	2021/22 Actual	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate
HRA debt (£m)	359.502	409.502	409.502	442.720	495.365
HRA revenues (£m)	58.754	60.278	63.277	66.591	70.513
Ratio of debt to revenues %	612%	679%	647%	665%	703%

	2021/22 Actual	2022/23 Estimate	2023/24 Estimate	2024/25 Estimate	2025/26 Estimate
HRA debt (£m)	359.502	409.502	409.502	442.720	495.365
Number of HRA dwellings	9,050	9,070	8,900	8,925	9,013
Debt per dwelling (£)	39,723.92	45,149.01	46,011.40	49,604.51	54,961.18

5.1.3 Maturity Structure of Borrowing

Maturity structure of borrowing. These gross limits are set to reduce the Authority's exposure to large, fixed rate sums falling due for refinancing, and are required for upper and lower limits.

The Authority is asked to approve the following Treasury Indicators and Limits: -

Maturity structure of fixed interest rate borrowing 2023/24			
	Current	Lower	Upper
Under 12 months	0%	0%	50%
12 months to 2 years	1%	0%	50%
2 years to 5 years	8%	0%	75%
5 years to 10 years	16%	0%	75%
10 years to 20 years	19%	0%	75%
20 years to 30 years	3%	0%	75%
30 years to 40 years	5%	0%	75%
40 years to 60 years	57%	0%	100%
Maturity structure of variable interest rate borrowing 2023/24			
	Lower	Upper	
Under 12 months	0%	50%	
12 months to 2 years	0%	50%	
2 years to 5 years	0%	75%	
5 years to 10 years	0%	75%	
10 years to 25 years	0%	75%	
25 years to 60 years	0%	100%	

5.1.4. Control of Interest Rate Exposure

Please see paragraphs 3.3, 3.4 and 4.4.

5.2 INTEREST RATE FORECASTS 2022-2025

Link Group Interest Rate View	19.12.22												
	Dec-22	Mar-23	Jun-23	Sep-23	Dec-23	Mar-24	Jun-24	Sep-24	Dec-24	Mar-25	Jun-25	Sep-25	Dec-25
BANK RATE	3.50	4.25	4.50	4.50	4.50	4.00	3.75	3.50	3.25	3.00	2.75	2.50	2.50
3 month ave earnings	3.60	4.30	4.50	4.50	4.50	4.00	3.80	3.30	3.00	3.00	2.80	2.50	2.50
6 month ave earnings	4.20	4.50	4.60	4.50	4.20	4.10	3.90	3.40	3.10	3.00	2.90	2.60	2.60
12 month ave earnings	4.70	4.70	4.70	4.50	4.30	4.20	4.00	3.50	3.20	3.10	3.00	2.70	2.70
5 yr PWLB	4.20	4.20	4.20	4.10	4.00	3.90	3.80	3.60	3.50	3.40	3.30	3.20	3.10
10 yr PWLB	4.30	4.40	4.40	4.30	4.10	4.00	3.90	3.80	3.60	3.50	3.40	3.30	3.30
25 yr PWLB	4.60	4.60	4.60	4.50	4.40	4.20	4.10	4.00	3.90	3.70	3.60	3.50	3.50
50 yr PWLB	4.30	4.30	4.30	4.20	4.10	3.90	3.80	3.70	3.60	3.50	3.30	3.20	3.20

PWLB forecasts are based on PWLB certainty rates.

5.3 ECONOMIC BACKGROUND

Link commentary:

Against a backdrop of stubborn inflationary pressures, the easing of Covid restrictions in most developed economies, the Russian invasion of Ukraine, and a range of different UK Government policies, it is no surprise that UK interest rates have been volatile right across the curve, from Bank Rate through to 50-year gilt yields, for all of 2022.

Market commentators' misplaced optimism around inflation has been the root cause of the rout in the bond markets with, for example, UK, EZ and US 10-year yields all rising by over 200bps since the turn of the year. The table below provides a snapshot of the conundrum facing central banks: inflation is elevated but labour markets are extra-ordinarily tight, making it an issue of fine judgment as to how far monetary policy needs to tighten.

	UK	Eurozone	US
Bank Rate	3.5%	2.0%	4.25%-4.50%
GDP	-0.2%q/q Q3 (2.4%/y/y)	+0.2%q/q Q3 (2.1%/y/y)	2.6% Q3 Annualised
Inflation	10.7%/y/y (Nov)	10.1%/y/y (Nov)	7.1%/y/y (Nov)
Unemployment Rate	3.7% (Oct)	6.5% (Oct)	3.7% (Nov)

Q2 of 2022 saw UK GDP revised upwards to +0.2% q/q, but this was quickly reversed in the third quarter, albeit some of the fall in GDP can be placed at the foot of the extra Bank Holiday in the wake of the Queen's passing. Nevertheless, CPI inflation has picked up to what should be a peak reading of 11.1% in October, although with further increases in the gas and electricity price caps pencilled in for April 2023, and the cap potentially rising from an average of £2,500 to £3,000 per household, there is still a possibility that inflation will spike higher again before dropping back slowly through 2023.

The UK unemployment rate fell to a 48-year low of 3.6%, and this despite a net migration increase of c500k. The fact is that with many economic participants registered as long-term sick, the UK labour force actually shrunk by c500k in the year to June. Without an increase in the labour force participation rate, it is hard to see how the UK economy will be able to grow its way to prosperity, and with average wage increases running at over 6% the MPC will be concerned that wage inflation will prove just as sticky as major supply-side shocks to food and energy that have endured since Russia's invasion of Ukraine on 22nd February 2022.

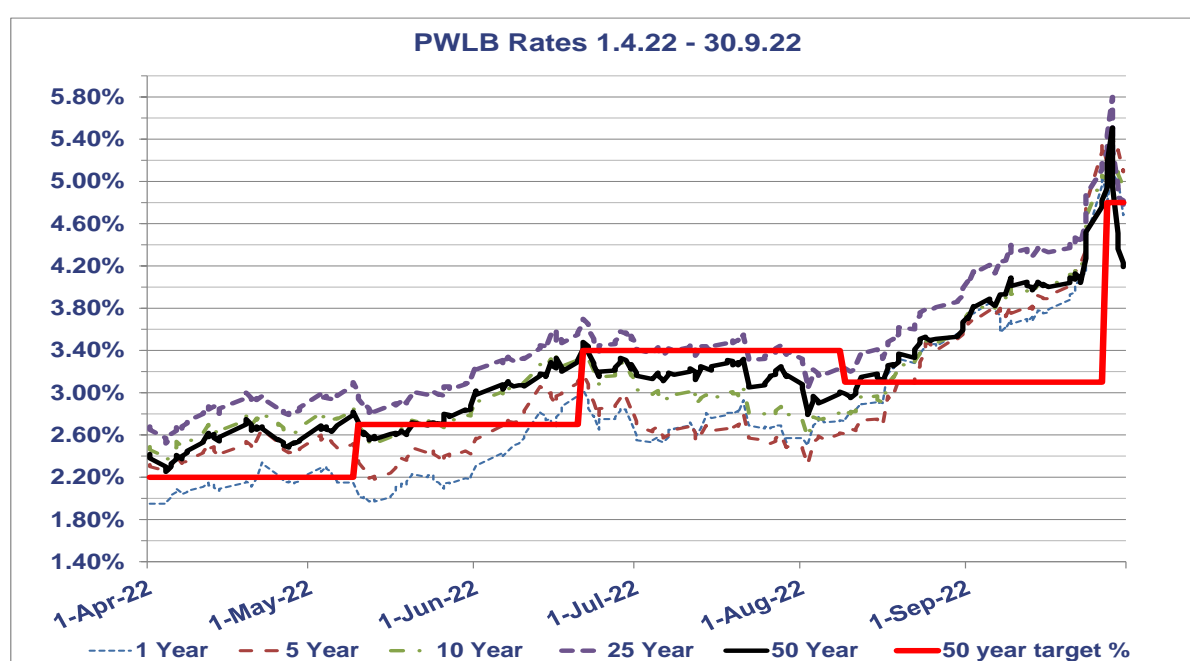
Throughout Q3 Bank Rate increased, finishing the quarter at 2.25% (an increase of 1%). Q4 has seen rates rise to 3.5% in December and the market expects Bank Rate to hit 4.5% by May 2023.

Following a Conservative Party leadership contest, Liz Truss became Prime Minister for a tumultuous seven weeks that ran through September and October. Put simply, the markets did not like the unfunded tax-cutting and heavy spending policies put forward by her Chancellor, Kwasi Kwarteng, and their reign lasted barely seven weeks before being replaced by Prime Minister Rishi Sunak and Chancellor Jeremy Hunt. Their Autumn Statement of 17th November gave rise to a net £55bn fiscal tightening, although much of the "heavy lifting" has been left for the next Parliament to deliver. However, the markets liked what they heard, and UK gilt yields have almost completely reversed the increases seen under the previous tenants of No10/11 Downing Street.

Globally, though, all the major economies are expected to struggle in the near term. The fall below 50 in the composite Purchasing Manager Indices for the UK, US, EZ and China all point to at least one, if not more, quarters of GDP contraction. In November, the MPC projected eight quarters of negative growth for the UK lasting throughout 2023 and 2024, but with Bank Rate set to peak at lower levels than previously priced in by the markets and the fiscal tightening deferred to some extent, it is not clear that things will be as bad as first anticipated by the Bank.

The £ has strengthened of late, recovering from a record low of \$1.035, on the Monday following the Truss government's "fiscal event", to \$1.22. Notwithstanding the £'s better run of late, 2023 is likely to see a housing correction of some magnitude as fixed-rate mortgages have moved above 5% and affordability has been squeezed despite proposed Stamp Duty cuts remaining in place.

In the table below, the rise in gilt yields, and therein PWLB rates, through the first half of 2022/23 is clear to see.



However, the peak in rates on 28th September as illustrated in the table covering April to September 2022 below, has been followed by the whole curve shifting lower. PWLB rates at the front end of the curve are generally over 1% lower now whilst the 50 years is over 1.75% lower.

	1 Year	5 Year	10 Year	25 Year	50 Year
Low	1.95%	2.18%	2.36%	2.52%	2.25%
Date	01/04/2022	13/05/2022	04/04/2022	04/04/2022	04/04/2022
High	5.11%	5.44%	5.35%	5.80%	5.51%
Date	28/09/2022	28/09/2022	28/09/2022	28/09/2022	28/09/2022
Average	2.81%	2.92%	3.13%	3.44%	3.17%
Spread	3.16%	3.26%	2.99%	3.28%	3.26%

After a shaky start to the year, the S&P 500 and FTSE 100 have climbed in recent weeks, albeit the former is still 17% down and the FTSE 2% up. The German DAX is 9% down for the year.

CENTRAL BANK CONCERNS – DECEMBER 2022

In December, the Fed decided to push up US rates by 0.5% to a range of 4.25% to 4.5%, whilst the MPC followed by raising Bank Rate from 3% to 3.5%, in line with market expectations. EZ rates have also increased to 2% with further tightening in the pipeline.

Having said that, the sentiment expressed in the press conferences in the US and the UK were very different. In the US, Fed Chair, Jerome Powell, stated that rates will be elevated and stay higher for longer than markets had expected. Governor Bailey, here in the UK, said the opposite and explained that the two economies are positioned very differently so you should not, therefore, expect the same policy or messaging.

Regarding UK market expectations, although they now expect Bank Rate to peak within a lower range of 4.5% - 4.75%, caution is advised as the Bank of England Quarterly Monetary Policy Reports have carried a dovish message over the course of the last year, only for the Bank to have to play catch-up as the inflationary data has proven stronger than expected.

In addition, the Bank's central message that GDP will fall for eight quarters starting with Q3 2022 may prove to be a little pessimistic. Will the £160bn excess savings accumulated by households through the Covid lockdowns provide a spending buffer for the economy – at least to a degree? Ultimately, however, it will not only be inflation data but also employment data that will mostly impact the decision-making process, although any softening in the interest rate outlook in the US may also have an effect (just as, conversely, greater tightening may also).

PWLB RATES

- *The yield curve movements have become less volatile of late and PWLB 5 to 50 years Certainty Rates are, generally, in the range of 4.10% to 4.80%.*
- *We view the markets as having built in, already, nearly all the effects on gilt yields of the likely increases in Bank Rate and the elevated inflation outlook.*

The balance of risks to the UK economy: -

- *The overall balance of risks to economic growth in the UK is to the downside.*

Downside risks to current forecasts for UK gilt yields and PWLB rates include: -

- **Labour and supply shortages** prove more enduring and disruptive and depress economic activity (accepting that in the near-term this is also an upside risk to inflation and, thus, rising gilt yields).
- **The Bank of England** acts too quickly, or too far, over the next year to raise Bank Rate and causes UK economic growth, and increases in inflation, to be weaker than we currently anticipate.
- **UK/ EU trade arrangements** – if there was a major impact on trade flows and financial services due to complications or lack of co-operation in sorting out significant remaining issues.
- **Geopolitical risks**, for example in Ukraine/Russia, China/Taiwan/US, Iran, North Korea and Middle Eastern countries, which could lead to increasing safe-haven flows.

Upside risks to current forecasts for UK gilt yields and PWLB rates: -

- **The Bank of England is too slow** in its pace and strength of increases in Bank Rate and, therefore, allows inflationary pressures to build up too strongly and for a longer period within the UK economy, which then necessitates Bank Rate staying higher for longer than we currently project or even necessitates a further series of increases in Bank Rate.
- **The Government** acts too quickly to cut taxes and/or increases expenditure in light of the cost-of-living squeeze.
- **The pound weakens** because of a lack of confidence in the UK Government's fiscal policies, resulting in investors pricing in a risk premium for holding UK sovereign debt.
- Longer term **US Treasury yields** rise strongly and pull gilt yields up higher than currently forecast.
- Projected **gilt issuance, inclusive of natural maturities and QT**, could be too much for the markets to comfortably digest without higher yields consequently.

Borrowing advice: Our long-term (beyond 10 years) forecast for Bank Rate stands at 2.5%. As all PWLB certainty rates are currently above this level, borrowing strategies will need to be reviewed in that context. Better value can generally be obtained at the shorter end of the curve and short-dated fixed LA to LA monies should be considered. Temporary borrowing rates are likely, however, to remain near Bank Rate and may also prove attractive whilst the market waits for inflation, and therein gilt yields, to drop back later in 2023.

Our suggested budgeted earnings rates for investments up to about three months' duration in each financial year are rounded to the nearest 10bps as follows: -

Average earnings in each year	
2022/23 (remainder)	4.00%
2023/24	4.40%
2024/25	3.30%
2025/26	2.60%
2026/27	2.50%
Years 6 to 10	2.80%
Years 10+	2.80%

As there are so many variables at this time, caution must be exercised in respect of all interest rate forecasts.

Our interest rate forecast for Bank Rate is in steps of 25 bps, whereas PWLB forecasts have been rounded to the nearest 10 bps and are central forecasts within bands of + / - 25 bps. Naturally, we continue to monitor events and will update our forecasts as and when appropriate.

5.4 TREASURY MANAGEMENT PRACTICE (TMP1) – CREDIT AND COUNTERPARTY RISK MANAGEMENT

The DLUHC issued Investment Guidance in 2018, and this forms the structure of the Council's policy below.

The key intention of the Guidance is to maintain the current requirement for councils to invest prudently, and that priority is given to security and liquidity before yield. To facilitate this objective, the guidance requires this Council to have regard to the CIPFA publication Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes. This Council adopted the Code on 23 March 2003 and will apply its principles to all investment activity. In accordance with the Code, the Executive Director of Resources has produced its Treasury management practices (TMPs). This part, TMP 1(1), covering investment counterparty policy requires approval each year.

Annual investment strategy - The key requirements of both the Code and the investment guidance are to set an annual investment strategy, as part of its annual Treasury Strategy for the following year, covering the identification and approval of following:

- The strategy guidelines for choosing and placing investments, particularly non-specified investments.
- The principles to be used to determine the maximum periods for which funds can be committed.
- Specified investments that the council will use. These are high security (i.e., high credit rating, although this is defined by the council, and no guidelines are given), and high liquidity investments in sterling and with a maturity of no more than a year.
- Non-specified investments, clarifying the greater risk implications, identifying the general types of investment that may be used and a limit to the overall amount of various categories that can be held at any time.

The investment policy proposed for the council is:

Strategy guidelines – The main strategy guidelines are contained in the body of the Treasury Strategy Statement.

Specified investments – These investments are sterling investments of not more than one-year maturity, or those which could be for a longer period but where the council has the right to be repaid within 12 months if it wishes. These are considered low risk assets where the possibility of loss of principal or investment income is small. These would include sterling investments that would not be defined as capital expenditure with:

1. The UK Government (such as the Debt Management Account deposit facility, UK Treasury bills or a gilt with less than one year to maturity).
2. Supranational bonds of less than one year's duration.
3. A local authority, parish council or community council.
4. Pooled investment vehicles (such as money market funds) that have been awarded a high credit rating by a credit rating agency. For category 4 this covers pooled investment vehicles, such as money market funds (including Constant and Low Volatility Net Asset Value Funds), rated AAA by Standard and Poor's, Moody's and / or Fitch rating agencies.
5. A body that is considered of a high credit quality (such as a bank or building society), which is defined as having a minimum Short-Term rating of F2 (or the equivalent) as rated by Standard and Poor's, Moody's and / or Fitch rating agencies.

Within these bodies, and in accordance with the Code, the Council has set additional criteria to set the time and amount of monies which will be invested in these bodies. These criteria are a maximum of 365 days (to be classified as specified) and a counterparty limit of £25 million.

The table below provides further details on the counterparties and limits for specified investments.

Instrument	Country/ Domicile	Counterparty	Maximum Counterparty Limits £m
Term Deposits	UK	DMADF, DMO	No limit
Term Deposits/Call Accounts	UK	Other UK Local Authorities	£25 million
Term Deposits/Call Accounts	UK*	Counterparties rated at least A- Long Term)	£25 million
Term Deposits/Call Accounts	Non-UK*	Counterparties rated at least A- Long Term in select countries with a Sovereign Rating of at least AA.	£25 million
CDs and other negotiable instruments		with banks and building societies which meet the specified investment criteria (on advice from TM Adviser)	£25 million
Deposits	UK	Registered Providers (Former RSLs)	£5m per RP
Gilts	UK	DMO	No limit
T-Bills	UK	DMO	No limit
Bonds issued by multilateral development banks		(For example, European Investment Bank/Council of Europe, Inter American Development Bank)	
AAA-rated Money Market Funds		CNAV MMF's LVNAV MMF's	£25 million
	UK and EC domiciled	VNAV MMF's (where there is greater than 12 month history of a consistent £1 Net Asset Value)	
Other MMF's and CIS	UK & EC domiciled.	Collective Investment Schemes (pooled funds) which meet the definition of collective investment schemes in SI 2004 No 534 or SI 2007 No 573 and subsequent amendments	£25 million.

For Non-UK banks, a maximum exposure of £40 million per country (including any non-specified exposures) will apply to limit the risk of over-exposure to any one country.

Non-specified investments –are any other type of investment (i.e., not defined as specified above) although the counterparties can also have investments that meet the definition of specified. The identification of these other investments and the maximum limits to be applied are set out below.

The council will have a maximum of £100 million invested in non-specified investments.

Loans to Local Organisations

The council will allow loans (as a form of investment) to be made to organisations operating in the borough that bring community benefits. The council will undertake due diligence checks to confirm the borrower's creditworthiness before any sums are advanced and will obtain appropriate level of security or third party guarantees for loans advanced. The council would expect a return commensurate with the type, risk and duration of the loan. A limit of £25 million per counterparty (and £50 million in aggregate) for this type of investment is proposed with a duration commensurate with the life of the asset and council's cash flow requirements.

All loans need to be in line with the Council's Scheme of Delegation and Key Decision thresholds levels.

Loan to Saracens

The council has a loan agreement with Saracens which falls under the Loans to Local Organisations Category and so is subject to a limit of £25m.

Loans to TBG Open Door Limited

The council is advancing loans to its only owned affiliate TBG Open Door Limited to fund the purchase and build of affordable homes. A provision is included below for lending up to a maximum of £300 million.

Both loans to Saracens and Open Door Homes introduces credit risk for the Authority. Both loans are included within the Authority's Strategy and Resources Risk Register.

The table below details the instruments, maximum maturity and monetary limits for non-specified investments.

Instrument	Maximum maturity	Max £M of portfolio and Credit limit	Capital expenditure?	Example
Term deposits with banks, building societies which meet the specified investment criteria	10 years	£10m per counterparty	No	
Term deposits with local authorities	10 years	£25m per authority	No	
CDs and other negotiable instruments with banks and building societies which meet the specified investment criteria	10 years	£10m per counterparty	No	
Gilts	10 years	£20 million Credit limit not applicable gilts issued by UK Government	No	
Bonds issued by multilateral development banks	10 years	£20 million Minimum credit rating AA+	No	EIB Bonds, Council of Europe Bonds etc.
Sterling denominated bonds by non-UK sovereign governments	5 years	£20 million Minimum credit rating AA+	No	

Other Non-Specified investments are permitted subject to the undertaking of a credit assessment by the council's treasury advisor (or in the case of loans to local organisations, by a suitably qualified external advisor appointed by the council) on a case-by-case basis. These are detailed below:

Instrument	Maximum maturity	Max £M of portfolio and Credit limit	Capital expenditure?	Example
Collective Investment Schemes which meet the definition of collective investment schemes in SI 2004 No 534, regulation 2 & 5 and subsequent amendments.	N/A – these funds do not have a defined maturity date	£25 million	No	Aviva investors Sterling Liquidity Plus Fund; Federated Sterling Cash Plus Fund
Deposits with registered providers	5 years	£5m per registered provider/£20 million overall	No	Barnet Homes Open Door not within TMS
Corporate and debt instruments issued by corporate bodies purchased from 01/04/12 onwards	5 years	20%	No	
Collective Investment Schemes (pooled funds) which do not meet the definition of collective investment schemes in SI 2004 No 534 or SI 2007 No 573 and subsequent amendments	N/A – these funds do not have a defined maturity date	£10 million	Yes	Way Charteris Gold Portfolio Fund; Aviva Lime Fund
Bank or building societies not meeting specified criteria	3 months	£10m per counterparty	No	Bank or building societies not meeting specified criteria
Loans to organisations delivering community benefits.	Over the life of the asset.	£25 million per counterparty.	Yes	Loans to sporting clubs based in the borough.
Loans to TBG Open Door Limited	As set out in the loan agreement	£300 million	Yes	

In the tables above, the minimum credit rating will be the lowest equivalent long-term rating assigned by Fitch, Moody's and Standard and Poor's. Where the credit rating is the minimum acceptable, the council will consider rating sentiment and market sentiment e.g., the pricing of credit default swaps.

The monitoring of investment counterparties - The credit rating of counterparties will be monitored regularly. The council receives credit rating information (changes, rating watches and rating outlooks) from Link Group as and when ratings change, and counterparties are checked promptly. On occasion ratings may be downgraded when an investment has already been made. The criteria used are such that a minor downgrading should not affect the full receipt of the principal and interest. Any counterparty failing to meet the criteria will

be removed from the list immediately by the Executive Director for Strategy and Resources and if required new counterparties which meet the criteria will be added to the list. The council will not always follow the maximum maturity guidance issued by Link. However, any deposit made with a longer maturity than the Link guidance will be approved with the Executive Director for Strategy and Resources.

Accounting treatment of investments. The accounting treatment may differ from the underlying cash transactions arising from investment decisions made by this Authority. To ensure that the Authority is protected from any adverse revenue impact, which may arise from these differences, we will review the accounting implications of new transactions before they are undertaken.

Environment Social Government (ESG) Policy to Treasury Investments

Treasury Investments are generally of short duration (one year or lower) and with established and regulated counter parties (e.g. Money Market Funds or established UK / EU Banks). We therefore take a proportionate approach to considering ESG factors within our investment decisions, with our primary metrics for making decisions being credit quality and yield.

Where we plan to enter a non-specified Investment or invest with an Non - UK / EU Bank, we will consider ESG factors explicitly before making any investment.

The Treasury team will consider whether to build explicit ESG metrics into our specified Investment decision framework through 23/24.

5.4 APPROVED COUNTRIES FOR INVESTMENTS

This list is based on those countries which have sovereign ratings of AA- or higher, (we show the lowest rating from Fitch, Moody's and S&P) and also, (except - at the time of writing - for Hong Kong, Norway and Luxembourg), have banks operating in sterling markets which have credit ratings of green or above in the Link Group credit worthiness service.

Based on lowest available rating

AAA

- Australia
- Denmark
- Germany
- Luxembourg
- Netherlands
- Norway
- Singapore
- Sweden
- Switzerland

AA+

- Finland
- U.S.A.
- Canada

AA

- France
- Hong Kong
- U.A.E.

AA-

- Belgium
- Qatar
- U.K.

5.5 TREASURY MANAGEMENT SCHEME OF DELEGATION

The Authority's Scheme of Delegation in relation to treasury management is set out in Section 2.6 of the Financial Regulations section of the Council's constitution, copied below and linked [here](#) for reference:

2.6 TREASURY MANAGEMENT FRAMEWORK

2.6.1 Policy and Resources Committee will create and maintain a Treasury Management Policy Statement, stating the policies and objectives of its treasury management activities and based upon the relevant CIPFA Codes.

2.6.2 The Performance and Contract Management Committee will receive reports on its treasury management policies, practices and activities. These reports will incorporate the prudential borrowing limits and performance indicators. Policy and Resources Committee will receive an annual strategy and plan in advance of the year, and an annual report after its close in the form prescribed in the Treasury Management Practices.

2.6.3 The Chief Finance Officer has the delegated authority to undertake all borrowing on behalf of the Council in line with the Treasury Management Strategy Statement Authority agreed by Council each year and will issue a Delegated Powers Report immediately after this power is exercised to inform Members in consultation with the Chairman of the Policy and Resources Committee and reported to the next meeting of the Policy and Resources Committee.

The Treasury team also maintain a Treasury Management Practices document that sets out further delegation to certain Officers based on financial significance.

5.6 THE TREASURY MANAGEMENT ROLE OF THE SECTION 151 OFFICER

The S151 (responsible) officer:

- recommending clauses, treasury management policy/practices for approval, reviewing the same regularly, and monitoring compliance;
- submitting regular treasury management policy reports;
- submitting budgets and budget variations;
- receiving and reviewing management information reports;
- reviewing the performance of the Treasury management function;
- ensuring the adequacy of treasury management resources and skills, and the effective division of responsibilities within the Treasury management function;
- ensuring the adequacy of internal audit, and liaising with external audit;
- recommending the appointment of external service providers.

In addition to the specific Treasury Investment responsibilities identified above the S151 officer is also responsible for:

- preparation of a Capital Strategy to include capital expenditure, capital financing, non-financial investments and treasury management, with a long-term timeframe (*say 20+ years – to be determined in accordance with local priorities.*)
- ensuring that the Capital Strategy is prudent, sustainable, affordable and prudent in the long term and provides value for money
- ensuring that due diligence has been carried out on all treasury and non-financial investments and is in accordance with the risk appetite of the Authority
- ensure that the Authority has appropriate legal powers to undertake expenditure on non-financial assets and their financing
- ensuring the proportionality of all investments so that the Authority does not undertake a level of investing which exposes the Authority to an excessive level of risk compared to its financial resources
- ensuring that an adequate governance process is in place for the approval, monitoring and ongoing risk management of all non-financial investments and long-term liabilities
- provision to members of a schedule of all non-treasury investments including material investments in subsidiaries, joint ventures, loans and financial guarantees
- ensuring that members are adequately informed and understand the risk exposures taken on by the Authority
- ensuring that the Authority has adequate expertise, either in house or externally provided, to carry out the above
- creation of Treasury Management Practices which specifically deal with how non treasury investments will be carried out and managed, to include the following (TM Code p54): -
 - *Risk management (TMP1 and schedules), including investment and risk management criteria for any material non-treasury investment portfolios;*
 - *Performance measurement and management (TMP2 and schedules), including methodology and criteria for assessing the performance and success of non-treasury investments;*

- *Decision making, governance and organisation (TMP5 and schedules), including a statement of the governance requirements for decision making in relation to non-treasury investments; and arrangements to ensure that appropriate professional due diligence is carried out to support decision making;*
- *Reporting and management information (TMP6 and schedules), including where and how often monitoring reports are taken;*
- *Training and qualifications (TMP10 and schedules), including how the relevant knowledge and skills in relation to non-treasury investments will be arranged.*

Appendix K - HRA Business Plan – February 2023

1. Introduction

The council's Housing Revenue Account (HRA) is funded through rents and service charges received from council tenants and leaseholders, it meets the costs associated with maintaining and managing the council's housing stock and can also be used for funding the development or acquisition of new council homes and other related capital projects.

Since 2012, the HRA has been self-financing, although there have been restrictions on both the amount the HRA can borrow and the rents that can be charged.

The government removed the borrowing cap in October 2018 and borrowing in the HRA is now subject to the similar prudential guidelines as the General Fund, providing opportunities for increasing affordable housing supply supported by the HRA.

Recent changes in Right to Buy receipts has meant that receipts now have 5 years to be utilised for the provision of replacement homes, rather than the 3 years in the past and the amount that can be used has increased from 30% to 40% of the development spend.

The HRA Business Plan has been updated with support from housing consultants Savills and in partnership with Barnet Homes.

2. Executive Summary

Good progress has been made since 2015 on delivering the HRA business plan. Headlines include; the completion of 43 new council homes for rent, a 53-unit extra care housing scheme at Ansell Court in Mill Hill and the acquisition of over 140 properties in London to let at affordable rents to homeless applicants. Grant has been secured from the Greater London Authority under the Building Council Homes for Londoners Programme to support the building of 78 new council homes in Barnet, for the HRA 250 home programme which includes a scheme at The Grange estate in East Finchley and for the acquisition of up to 60 ex-Right to Buy homes.

The council and Barnet Homes have always taken fire safety very seriously and ensuring the safety of residents was already a top priority for our investment programme. Following the Grenfell Tower fire in 2017, the council has committed to going beyond its statutory obligations to meet best practise in fire safety measures, and a priority for the HRA business plan going forward will be to deliver this commitment through an investment programme totalling £82m (£52m for high rise/priority blocks and £30m for medium/low rise blocks), of which £52m has been spent to date. The five year programme to medium and low rise (lower risk) properties commenced this year.

The council has continued to invest in existing council homes which continue to be maintained to at least the Decent Homes standard.

Other projects to be supported by the HRA Business Plan include two additional extra care schemes, providing 126 new homes.

This updated plan identifies provision for building a further 250 new homes for rent in the borough, and investment of £32 million in properties that continue to be occupied on our regeneration estates at Grahame Park and Dollis Valley. Savills were commissioned to carry out a stock condition survey; which included estimating costs to achieve the EPC C requirement to retained council homes by 2030 and also the Government Clean Growth Strategy. Savills are currently carrying out further stock condition surveys which will also provide greater clarity on the potential costs of achieving EPC B SAP ratings of retained council homes by 2030.

The current year plan has also made provision for £12.9m of new spend for environmental works to shared and communal spaces as well as an initial £38m towards achieving carbon neutrality across the stock by 2050. The estimated costs for achieving carbon neutral by 2050 is estimated by Savills to be significantly higher than the initial £38m capital allocation, however there are numerous unknown factors which will impact the total cost over time, including technology options and grant funding from the Government.

National Policy Framework

From 2012 HRAs became self- financing with a restriction placed on their external borrowing. In October 2018, the government removed the debt cap and HRA borrowing is now subject to the similar prudential borrowing guidelines as the General Fund. The removal of the borrowing cap means that council has an opportunity to invest more in increasing the supply of affordable housing, but it needs to ensure it can meet the cost of the borrowing.

The Welfare Reform and Work Act 2016 introduced a 4-year requirement for social landlords to reduce their rents by 1% each year from April 2016. This requirement reduced the revenue available to the HRA. In October 2017, the government announced its intention to allow registered providers and local authorities to increase rents by the Consumer Price Index (CPI) plus 1% for at least five years from April 2020. The recent 'spike' in CPI has meant that central Government recently had a consultation on setting a rent 'cap' for 2023/24 (and possibly the following year). The consultation asked for inputs around different levels of maximum rent increases (3%, 5% or 7%). The Chancellor announced on 17th November 2022 announced that social housing rents would be 'capped' at 7% (this is the level the Council felt was most appropriate in their response). The Business Plan assumes that rents will increase 7% for 2023/24 and then 5% for 2024/25 (when CPI is expected to be around 10%) and then by CPI+1% for 5 years and then CPI only thereafter.

The roll out of Universal Credit for new applicants and where there is a change in circumstances for existing claims is now well underway in Barnet. The impact of this

on rent collection and associated bad debt is being closely monitored, with no specific trends to note this far.

Corporate Priorities

A new Corporate Plan is in development, with an approach being built around a council that cares for people, our places, and the planet, as discussed at the Policy and Resources Committee meeting on 29 September 2022. Under the People priority, it aims to be family friendly, tackle inequality, and support health and independence. Under the Place priority, it aims to ensure safe, attractive neighbourhoods, quality homes, sustainable growth, and thriving town centres and make Barnet a fun place to visit. Under the Planet priority, it aims to focus on the council's journey to net zero, local environment, and green spaces.

In April 2019 the council agreed a new Housing Strategy which sets out the plans to meet housing need in the borough with a focus on the following priorities:

- Raising standards in the private rented sector
- Delivering more homes that people can afford
- Safe and Secure Homes
- Promoting independence
- Tackling homelessness and rough sleeping in Barnet

The HRA Business Plan complements the Housing Strategy in a number of ways, including:

- Maintaining the quality and safety of the existing supply of council housing
- Investing in the delivery of new affordable homes for rent
- Increasing the supply of housing to help tackle homelessness
- Investing in new homes for vulnerable people, including wheelchair users and older people
- Ensuring that housing services funded through the HRA are efficient and effective.

3. Maintaining the quality and safety of the existing supply of council housing

The council's housing stock is managed and maintained by Barnet Homes, an Arm's Length Management Organisation (ALMO) which was established in 2004 to improve services and deliver a programme of investment to bring the stock up to the Decent Homes standard.

Barnet Homes completed the Decent Homes programme in 2011, and now has a 30-year Asset Management Strategy in place which provides a framework for the effective and efficient management of the Barnet Homes housing stock, over the next five years, with particular emphasis on the following themes:

- Understanding our housing property assets

- Continue to maintain homes to ensure they are safe, energy efficient and provide a healthy and fit-for-purpose living environment for our customers
- Improving estates to make them places our customers want to live in

The Asset Management Strategy was developed using stock condition data from Savills (80% of retained properties) and will ensure the properties are maintained to legal standards as a minimum. The business plan also makes provision for further stock condition surveys to be carried out in future years to ensure 100% coverage of all stock on a continuous basis and the most efficient use of capital programme resources.

Costs to achieve either Carbon Neutrality or the Council target of EPC B by 2030 are not yet known. Initial estimates are that this will be more than £180m; which cannot be met within the HRA. Significant levels of grant or other central Government support will be required to achieve these targets and currently efforts are being focussed on securing funding through grant programmes where available.

Building and Fire safety

Following the Grenfell Tower disaster in June 2017, the council responded by developing a £52 million investment programme to improve fire safety in its housing stock, including the replacement of Aluminium Composite Material (ACM) on blocks at Granville Road (completed 2018), and the installation of sprinklers in high rise blocks (10 storeys and over). This programme is complete and a further £30m program for medium and low-rise blocks has also now been approved and has commenced.

'Building a Safer Future' (BSF) is a government-led initiative in response to the Grenfell Tower tragedy. It is a framework within which the shortcomings identified in the post-Grenfell review of Building Regulation and Fire Safety can be addressed. These shortcomings include the way high-rise residential buildings are built and managed. BSF is also intended to deal with situations where residents may raise concerns about the safety of their buildings, which they may feel are not taken seriously by their landlord.

Two key pieces of legislation support this initiative – the Building Safety Act and the Fire Safety Act. The Fire Safety Act received royal assent in April 2021, although is not yet in force. The Building Safety Bill received royal assent in July 2022 and does not come into force until 2023. The new Building Safety Regulator, working under the responsibility of the Health and Safety Executive and with responsibility for 'high risk' / 'in-scope' buildings (e.g. residential blocks over 18 metres, but other criteria may be defined through subsequent statutory instruments) is unlikely to be fully operational until 2023/24.

Following formal introduction of the Acts it is inevitable that there will be additional requirements for other enhanced aspects of building and fire safety and ongoing

management of our buildings and the wider housing stock within the borough. An additional £0.85m per annum has therefore been included as revenue expenditure within the plan to deliver the requirements of ‘Building a Safer future’ and associated legislation.

Estate Regeneration

The council recognises that its ambitious programme to regenerate its four largest council estates has taken much longer to deliver than originally envisaged. In view of this, significant investment is required by the council in properties at **Grahame Park** over the next 2 years. The council will ensure that homes at Grahame Park programmed to be occupied until 2024 remain compliant with statutory landlord health and safety compliance obligations. Properties due to remain occupied beyond 2024 will be improved to meet the Decent Homes standard. These works are summarised below:

Table 1 – Approach to investment in homes at Grahame Park Estate	
Homes to continue in occupation to 2024	Compliance works, Electrical Rising Main, Electrical Testing and Rewires, Fire enhancement works, partial window replacements, ASB works such as external perimeter lighting, entry phones/renewal of entrance doors and Housing Health and Safety Rating System works.
Homes to continue in occupation beyond 2024	As above and including repair/renewal of bathrooms and kitchens, roof and windows replacement.

The council is exploring with Barnet Homes options for accelerating the regeneration in the North of Grahame Park.

Significant regeneration has taken place at Dollis Valley. The remaining council homes at **Dollis Valley** are due to be vacated up to 2025. These properties were built using the large panel system (LPS) method and in view of recent concerns raised about this type of construction and following discussions with Cadent Gas, Barnet Homes have replaced the gas fuel heating and hot water systems to homes in blocks of 5 storey and above with all-electric systems. Subsequently, piped gas systems have been disconnected. As running costs associated with the electric systems will be higher than gas, the council will need to compensate residents for any additional cost and adequate provision has been made in the plan for this.

The following table shows the total investment plans for the council’s housing stock through to 2027 (at current values, no inflation):

Financial £'000	Year	2022.23 Fcst	2023.24 Budget	2024.25 Budget	2025.26 Budget	2026.27 Budget	Total
STOCK CAPITAL INVESTMENT							
Major Works		£14,378	£14,378	£14,378	£16,958	£16,958	£77,050
M&E/ GAS		£6,566	£956	£566	£2,114	£2,114	£12,316
Adaptations (voids)		£1,162	£1,162	£1,162	£1,200	£1,200	£5,886
Fire safety programme		£11,576	£5,900	£5,900	£5,900	£5,900	£35,176
Additional Regeneration		£17,683	£3,803	£2,652	£2,286	£1,452	£27,876
Neighbourhood works		£563	£2,063	£2,063	£1,641	£1,641	£7,971
Damp & Mould		£ -	£1,000	£1,000	£1,000	£1,000	£4,000
Carbon Neutral works		£500	£2,759	£2,759	£3,638	£3,638	£13,294
Totals		£52,428	£32,021	£30,480	£34,737	£33,903	£ 183,569

4. Investment in the delivery of new affordable homes for rent

New Build Programme

The council's Housing Strategy 2019-2024 sets out the need for more affordable homes in the borough. In order to deliver on this, local authority land, including land held in the HRA, can be made available to provide sites for new housing, either at affordable rent or for low-cost home ownership.

Barnet Homes completed the first tranche of 43 new council homes by Summer 2016 and in Autumn 2018 a GLA grant of £7.8m was secured for a further 78 new homes. Plans for the delivery of these properties are progressing.

Barnet Homes have established a Registered Provider (RP), Opendoor Homes, which is delivering 341 new affordable homes for rent on council land, primarily in the HRA. 299 of these have been completed and are now occupied.

This approach means that whilst the HRA supports the developments by providing land at nil cost, the development costs of the new homes are funded by a loan to Opendoor Homes from the council. The council retains 100% nomination rights to the properties that are built. Additionally, Opendoor Homes has delivered a policy compliant mixed tenure scheme at Hermitage Lane which produced a further 21 affordable homes.

Further work has been carried out on the capacity of HRA sites to deliver additional homes, and several sites have been identified which are expected to provide approximately 250 new council homes for affordable rent over the next five years.

The council will continue to work with Opendoor Homes, with a focus on mixed tenure developments outside of the HRA. However, the council will consider transferring HRA

land to the RP where there is a good case for doing so, for example where the HRA does not have the capacity to fund a development or where it is more suitable for a mixed tenure scheme.

Acquisitions Programme

To make effective use of the council's Right- to-Buy receipts, HRA funding has already been used to support the purchase 84 properties across London which have been let at affordable rents via the council's Housing Allocations Scheme.

The council's Housing Strategy has identified the need to maintain a supply of larger affordable units and will ensure that some of the units acquired have three or more bedrooms.

A new acquisition program for up to 120 units was approved at the November 2021 Housing & Growth Committee meeting. This is made up of 60 units of ex- Right to Buy units, whereby grant of £65k per unit has been secured. The other 60 units will be funded using RTB receipts. This program will primarily focus on larger units as there is significant demand for these types of units in the Borough.

5. Increasing the supply of housing to help tackle homelessness

The delivery of new affordable homes for rent, as described above, will help to reduce homelessness by providing an alternative to expensive temporary accommodation and offer households in this position a better outcome.

At present the average net annual cost of providing temporary accommodation is an estimated £3,400 per household, and this cost is increasing significantly due to continuing inflationary pressures in the housing market, reduction of private rental homes as private landlords exit the market, population growth and a limited supply of housing.

This means that for every 100-additional new affordable homes built or acquired, the council will save approximately £0.340m in temporary accommodation costs within the General Fund.

6. Investment in new homes for vulnerable people

The council has identified a need for additional extra care housing for older people and homes for wheelchair users. As a result, investment is being targeted in two particular areas set out below.

Extra Care housing

As well as providing better outcomes for users, additional supported housing will provide a more cost-effective alternative to expensive residential care. It is estimated

that around 35% of people admitted to residential accommodation by the council would have a better quality of life if there was availability within extra care housing. This equates to approximately 90 households every year.

Each client placed in extra care housing provides a saving of £10,000 a year compared to the cost of residential care. The first extra care scheme completed during 2019 at the 53-home extra care sheltered housing scheme at Ansell Court.

The council and Barnet Homes are progressing well with the next 51 home extra care scheme at Stag House in Burnt Oak and another 75-home scheme as part of community led development plans for the Upper and Lower Fosters estate in Hendon which started on site in March 2021. Both schemes will be funded through the HRA and with grant from the GLA.

Wheelchair housing

The council has identified a number of people currently in residential care, who would benefit from wheelchair adapted housing. It is estimated that for each person rehoused a saving of up to £50,000 will be generated in the General Fund. Barnet Homes has already built 29 wheelchair adapted homes as part of the 40 new council homes completed in 2016. Additional wheelchair adapted homes will be provided as part of the on-going programme of building affordable homes described in section six above. This complies with the local plan requirement that at least 10% of new homes should be wheelchair accessible or easily adapted for wheelchair users.

7. Efficient and Effective Services

The majority of services funded from the HRA are provided by the council's ALMO, Barnet Homes, including the management and maintenance of council housing and the provision of housing needs service, which is responsible for the assessment of eligibility for rehousing against the council's Housing Allocations Scheme.

During 2015, the council reviewed the services provided by Barnet Homes through a series of challenge sessions to ensure that the services were of a satisfactory standard and provided good value for money. This led to the development of a new ten-year management agreement, effective from 1st April 2016 and secured savings worth £2.15m over the first five years of the agreement. This sum is equivalent to a 10% budget reduction and has had minimal impact on the effectiveness of services, whilst freeing up HRA resources for investment in further new homes.

8. Right to Buy Receipts

The Right-to-Buy scheme was reinvigorated in 2012 through the introduction of more generous discounts for tenants wishing to buy their council property. As part of this, local authorities have been permitted to keep a larger proportion of the receipts

generated from Right-to-Buy sales on condition that these are spent on providing new affordable homes within 3 years. The council has so far made use of Right-to-Buy receipts to support the building and acquisitions programme described in section six above. An announcement in 2020 by the Department for Levelling Up, Housing and Communities (DLUHC) regarding Right to Buy receipts has meant that receipts now have 5 years to be utilised for the provision of replacement homes, rather than the 3 years in the past and the amount that can be used has increased from 30% to 40% of the development spend.

9. HRA 30 Year Business Plan

The council uses a spreadsheet model provided by Savills to project the HRA position over a 30-year period, considering changes in stock, capital programme requirements, and anticipated policy changes.

A baseline position has been established which takes account of the current capital programme, the loss of stock expected through estate regeneration and sales, and the latest government advice on rent setting. The baseline capital programme also includes: an agreed £82m investment in fire safety, £28m of investment in homes at Dollis Valley and Grahame Park, building of 337 new homes supported by the GLA grant and the acquisition of 171 properties for affordable rent.

It is recommended that the council proceeds with developing plans for implementing the programme described above. This will see an increase in borrowing from £360m currently to £817m at the end of the 30-year plan. This increase in borrowings means that the primary sensitivity to the business plan is interest rates.

Over the last few years (and particularly the last 12 months) the HRA has seen various adverse factors affecting the financial viability and sustainability of the Business Plan.

- Additional legislation regarding fire safety in buildings over 11 metres, has meant additional costs per annum of £0.9m
- Interest rate levels have more than doubled meaning additional interest costs to deliver the capita programs that have been agreed (£230m over 30 years).
- The rent cap for 2023/24 means an approximate 3% erosion of margins, as costs increase in line with CPI, but rents are limited to 7% (£1.5m per annum).
- Limiting utility costs for residents on estates where large panel or communal heating systems are in place, to equate rate rises to other residents (annual cost of between £1m to £2m depending on procurement prices).
- Inflation for repairs being double (and higher) than CPI, and also additional costs relating to disrepair claims promoted by legal services (£1.4m per annum).
- Most recently, an additional £1.2m of revenue and £1m of capital works to deal with damp and mould issues.

The result of all the above challenges means that the current business plan will not be able to sustain the current policy of the minimum Reserve position increasing by CPI each year, but it will do again by year 11. However, the current plan shows that the HRA will maintain positive reserves (the lowest level being £1.2m in year 7).

The amendment of the current policy of increasing the minimum reserve position by CPI each year has not yet been presented to Housing & Growth Committee but will do so in March 2023.

Other options/solutions are being reviewed, but any further reductions in cost, will currently, either mean reduced service levels, or additional pressure on the General Fund.

A summary of the proposed Capital programme is included at Appendix A and the updated HRA forecast for 2022/23 is included at Appendix B.

Appendix A- Proposed HRA Capital Programme to 2027 (at current values, no inflation):

Financial Year £'000	2022.23	2023.24	2024.25	2025.26	2026.27	Total
STOCK CAPITAL INVESTMENT						
Major Works	£14,378	£14,378	£14,378	£16,958	£16,958	£77,050
M&E/ GAS	£6,566	£956	£566	£2,114	£2,114	£12,316
Adaptations (voids)	£1,162	£1,162	£1,162	£1,200	£1,200	£5,886
Fire safety programme	£11,576	£5,900	£5,900	£5,900	£5,900	£35,176
Regeneration	£17,683	£3,803	£2,652	£2,286	£1,452	£27,876
Neighbourhood works	£563	£2,063	£2,063	£1,641	£1,641	£7,971
Damp & Mould works	£ -	£1,000	£1,000	£1,000	£1,000	£4,000
Carbon Neutral works	£500	£2,759	£2,759	£3,638	£3,638	£13,294
Total Investment in Stock	£52,428	£32,021	£30,480	£34,737	£33,903	£ 183,569
INVESTMENT IN NEW SUPPLY						
Cheshir House – Extra Care*	£ 3,086	£ 9,850	£ 8,852	£ 2,000	£ 328	£ 24,116
Stag House – Extra Care*	£ 6,271	£ 1,100	£ 226	£ -	£ -	£ 7,597
GLA Funded Programme	£ 3,936	£ 26,427	£ 5,153	£ 1,853	£ -	£ 37,369
New Build - 228 units*	£ 400	£ 3,862	£ 28,287	£ 22,793	£ 12,144	£ 67,486
The Grange	£ 1,472	£ 4,415	£ 2,943	£ 1,464	£ -	£ 10,294
120 acquisition program	£ 27,521	£ 23,713	£ -	£ -	£ -	£ 51,234
Small sites modular	£ -	£ 4,521	£ -	£ -	£ -	£ 4,521
Grahame Park NE*	£ 950	£ 2,483	£ -	£ -	£ -	£ 3,433
Dollis Valley Shared Equity	£ 750	£ 1,950	£ -	£ -	£ -	£ 2,700
Total Investment in New Supply	£ 44,386	£ 78,321	£ 45,461	£ 28,110	£ 12,472	£ 208,750
Total Capital Programme	£ 96,814	£ 110,342	£ 75,941	£ 62,847	£ 46,375	£ 392,319

*Subject to capital bids

Appendix B –HRA Forecast 2022/23 and Business Plan to 2026/27

HOUSING REVENUE ACCOUNT	2022/23	2023/24	2024/25	2025/26	2026/27
	Forecast	Budget	Budget	Budget	Budget
	£'000	£'000	£'000	£'000	£'000
Income					
Dwelling rents	(52,333)	(55,143)	(58,060)	(61,822)	(62,971)
Non-dwelling rents	(1,362)	(987)	(898)	(854)	(808)
Service Charges for services and facilities	(6,992)	(7,772)	(8,662)	(8,913)	(9,148)
Other Income	-	(227)	-	-	-
Total Income	(60,687)	(64,129)	(67,620)	(71,589)	(72,927)
Expenditure					
Repairs and Maintenance	9,562	10,993	12,003	12,265	12,460
Damp & Mould	50	1,200	1,320	1,346	1,373
'Building Safer Future' funding	850	935	1,029	1,049	1,070
General	24,803	24,065	25,908	26,474	26,829
Special	1,074	1,348	1,276	1,389	1,458
Depreciation and impairment of fixed assets	12,683	12,703	12,908	13,210	13,418
Debt Management Expenses	10,463	11,568	12,625	14,840	16,831
Revenue Contribution to Capital	181	-	-	-	-
Increase in bad debt provision	1,000	1,185	1,115	1,037	973
Total Expenditure	60,666	63,997	68,184	71,610	74,412
Net (surplus)/deficit of HRA Services	(21)	(132)	564	21	1,485
Interest and investment income	(105)	(62)	(69)	(61)	(62)
(Surplus) or deficit	(126)	(194)	495	(40)	1,423
Accumulated Reserve	(4,146)	(4,340)	(3,845)	(3,885)	(2,462)
Policy Reserve Minimum	(4,146)	(4,559)	(5,015)	(5,115)	(5,218)

Appendix L: Reserves and Balances Policy

1. Background

- 1.1 Barnet Council is required to maintain adequate financial reserves as they play vital part of prudential financial management of the authority, including the ongoing ability of the organisation to meet the balanced budget requirement. The purpose of this policy is to set out how the Council will determine the level and purpose of reserves.
- 1.2 Reserves are an integral part of sound financial management. They help the Council to manage with unpredictable financial pressures and plan for future spending commitments.
- 1.3 Councils are free to determine the type and level of reserves they hold. Barnet Council is responsible for ensuring that the level, purpose and planned use of reserves is appropriate when developing the Medium-Term Financial Strategy (MTFS) and setting the annual budget.
- 1.4 The Local Government Finance Act 1992 requires local authorities to have regard to the level of reserves needed for meeting estimated future expenditure then calculating the budget requirement. However, there is no specified minimum level of reserves that an authority should hold. It is the responsibility of the Chief Financial Officer and the Members of the Council to determine the level of reserves and to ensure that there are procedures for their formation and use.

2. Operation of Reserves

- 2.1 When reviewing the Medium-Term Financial Strategy and preparing annual budgets the Council should consider the establishment and maintenance of reserves. Reserves are sums of money held by the Council to meet future expenditure.
- 2.2 Reserves are generally held to do three things:
 - Create a working balance to help cushion the impact of uneven cash flows and avoid unnecessary temporary borrowing. This forms a part of general reserves;
 - Create a contingency to cushion the impact of unexpected events or emergencies. This also forms part of general reserves; and
 - Creates a means of building up funds, often referred to as earmarked reserves, as defined above, to meet known or predicted liabilities.

3. Types of Reserves

- 3.1 Reserves are classified in specific categories to help distinguish between the type of reserve and their use.
 - i. **General Fund Balance** – to meet short term, unforeseeable expenditure arising from unexpected events or emergencies. To enable significant changes in resources or expenditure to be properly managed over the period of the Medium-Term Financial Strategy. The Chief Financial Officer's recommendation is that this remains at £15m across the MTFS period.
 - ii. **Unusable reserves** – these arise out of a requirement under legislation and proper accounting practice either to accumulate revaluation gains or as adjustment accounts to comply with statutory accounting requirements. These reserves are not backed by resources and therefore cannot be used for any other purpose. Hence, these reserves are not available to fund expenditure.

iii. **Earmarked and Specific Reserves** – to meet known or predicted requirements or established by statute. The purpose of these reserves is to enable sums to be set aside for specific purposes or in respect of potential or contingent liabilities where the creation of a provision is not required or permitted. The council has created three distinct classifications of its General Fund reserves: Capital Reserves, Committed Revenue Reserves and Ringfenced Revenue Reserves. The purpose of significant reserves within each classification is set out below:

iv. **Capital Reserves**

- Community Infrastructure Reserve: This reserve is likely to be required to support Community Infrastructure Capital projects and growth in Housing and Business.
- Revenue implications of capital: This reserve has been established as a source of funding towards costs which do not meet the strict definition of capital expenditure but for which there was no revenue provision. An example of this type of cost would be feasibility work or for costs such as the decanting of staff contained within the costs of the Office Build project.

v. **Committed Revenue Reserves** include:

- Financial Resilience Reserve: The Council will maintain a Financial Resilience reserve to support the delivery of progressive reductions in expenditure over the coming years, manage increased uncertainty as a result of one year funding settlements and to fund the one-off costs of transformation needed to allow future savings and for capital investment supporting the council's Corporate Plan.
- Costs of delivering the MTFs (Transformation Reserve): This reserve is to fund one-off costs in relation to the delivery of the savings required over the MTFs period and will be kept under review by the section 151 officer as savings and projects are implemented. The forecast balance is expected to be sufficient to support transformation across the MTFs period.
- Services Specific Reserves: Includes funding where it has been agreed that such sums could be carried-forward for use in subsequent years on named, specific projects or initiatives.

vi. **Ringfenced Reserves** include:

- Public Health Reserve: The Council assumed responsibility for certain Public Health functions from April 2013 supported through a new Public Health grant; this reserve will be used to manage any over or underspends against this grant which is restricted to Public Health expenditure.
- Special Parking Account Reserve: This account is to hold the additional income achieved above the agreed surplus transferred to the General Fund on annual basis. The amount to be transferred to the General Fund is agreed annually but is subject to change in year. The reserve can be used for several activities such as; bus priority measures and improvements to bus stops, on-street measures to promote walking and cycling, road safety measures, traffic reduction and traffic management measures, environmental street improvement schemes in town centres and development of school travel plans and workplace travel plans.

vii. **Housing Revenue Account**

- Major Repairs Reserve (Within the HRA): The balance on this reserve represents the amount unspent of the major repairs allocation (MRA) and will be used to meet housing capital expenditure in future years.

4. Establishing a new Reserve

- 4.1 New reserves may be created at any time but must be approved by the Chief Finance Officer. New reserves must state:
- a. Purpose – the reason for creating the reserve should be clearly stated.
 - b. Usage – there should be a clear statement of how and when the reserve can be used.
 - c. Basis of transactions – delegated authority for approval of expenditure from the reserve.
 - d. Management and control – a member of Council Management Team must have responsibility for the reserve, although day to day management of the reserve may be delegated to a specific officer.
- 4.2 Allocation to and from the balances and reserves is the responsibility of the Chief Finance Officer in line with the principles that Full Council have agreed.
- 4.3 Policy and Resources Committee need to approve the following any significant change in the planned use of a reserve.

5. Reporting Reserves

- 5.1 The Chief Financial Officer has a fiduciary duty to local tax-payers and must be satisfied that the decisions taken on balances and reserves represent proper stewardship of public funds.
- 5.2 The overall level of balances will be reported as part of the CFO's report to Cabinet.
- 5.3 The budget report to Council will include a forecast of the level of reserves over the MTFS period.

6. Reviewing Reserves

- 6.1 The level of reserves for the next five years will be reviewed at least annually as part of the Medium-Term Financial Strategy process. The Council Management Team (CMT), together with other responsible officers, will review the Council's earmarked reserves for relevance of purpose and sustainability. A profile of income to and expenditure from the reserves will be produced for inclusion within the Medium-Term Financial Strategy (MTFS).
- 6.2 All reserves are reviewed as part of the budget preparation, financial management and closing processes.
- 6.3 Any amendments to earmarked reserves should be reported to Cabinet for approval.
- 6.4 Once a reserve has fulfilled the purpose for which it was established, the balance should be reallocated to another similar purpose earmarked reserve or General Fund Balance.
- 6.5 It is the responsibility of the Chief Financial Officer to advise the Council about the level of reserves that it should hold and to ensure that there are clear procedures for their establishment and use and to report on the appropriateness of reserves.

7. Reserve Balances

- 7.1 Over the life of the current Medium-Term Financial Strategy, the Council intends to maintain the level of the General Fund Working Balances at or above £15m.
- 7.2 The level of earmarked reserves is set out in the Medium-Term Financial Strategy and is linked into individual service delivery plans. The Chief Financial Officer assesses that the level of non-ringfenced revenue reserves should not fall below £40m during the MTFS period.

8. Reserves and the management of risks

Councils are facing significant financial challenges both now and in the future. Unprecedented reductions in government funding since 2010/11 and a decline in a number of other income sources as well as inflationary pressures, rising demand and increased costs for many services all pose a significant rising pressure and long-term risk for the Council.

- 8.1 The Council may consider using reserves to manage these risks. Certain earmarked reserves are set aside to deal with specific risks (as outlined in section 3).
- 8.2 The Council also manages unexpected financial shocks by maintaining the General Fund Working Balances. The level of this Working Balance is kept under review and it is the responsibility of the Chief Financial Officer to ensure it is at a level that is appropriate and reasonable as part of the budget setting process.
- 8.3 The Council is facing the following risks in the medium to long-term which are all to be managed as part of the MTFS process:

8.3.1 On-Going Risks

- a. The implementation of the Council's budget savings programme.
- b. Service Budgetary control.
- c. Service spending pressures such as the unavoidable increase in demand for Social Care Services (such as children in care) coupled with the increased cost of complex packages and investment required to improve the service.
- d. Inflationary pressures on Pay and Contracts.
- e. Changing demographics and growing population particularly among the very young and very old, and with more people moving to London Borough of Barnet further increasing the pressure on our Services such as schools, housing and social infrastructure.
- f. Localisation of Business rates does always present a collection rate risk and an economic downturn risk.
- g. Reductions in Government funding and uncertainty about the implementation of the Fair Funding Review, Spending Review and the review of Business Rates.

8.3.2 New Risks

- h. Economic Stability due to rising inflation
- i. Uncertainty over government funding with successive 1 year settlements making longer term planning difficult.
- j. Cost of living pressures resulting in an increase in the demand for services and reduced collection of income (particularly around council tax income, leisure, parking and client contributions towards adult social care services).
- k. Pressures in the supply chain of residential and nursing placements for Adult Social Care and low fostering placement sufficiency and increasing provider costs across children's social care placements.

- I. Increases in demand for Homelessness services and temporary accommodation due to the cost-of-living crisis and the growing unaffordability within the private rented sector.

9. Delegated Authority

- 9.1 Authority to approve reserve contributions and drawdowns is with the Council's Section 151 Officer unless explicitly agreed by Cabinet. Examples of where this delegation may be to other officers is when the funding is legally ringfenced for a specific purpose.

This page is intentionally left blank

London Borough of Barnet

Debt Management Policy

January 2023

Introduction and objectives

The Council has a statutory and fiduciary responsibility to protect public funds for the benefit of all who live and work in the borough.

This document sets out the Council's policy and procedures in relation to the billing, collection and recovery of monies owed to the Council and is to be adopted across all services within the London Borough of Barnet.

The Council is responsible for the collection of:

- Council Tax
- Business Rates
- Housing Benefits Overpayments – this occurs when benefit is paid that the claimant is not entitled to
- A range of chargeable services (General Income).
- Penalty Charge Notices (PCN)

Whilst the majority of this income is collected in a timely manner, there are occasions when debtors do not make payments on time. This gives rise to a requirement to actively manage Council debt, and to set out clearly how the Council will enforce payment of monies owed.

Methods for the billing and recovery of statutory debt are defined within the relevant statute and are designed to comply with best practice.

The Council's objectives in relation to debt are:

- To maximise the level of income collected by the Council by;
 - a) Implementation of a transparent charging policy
 - b) Accurate and timely billing
 - c) Reducing debt levels
 - d) Effective recovery processes
- To pursue all debts, ensuring that those with the means to pay actually do so;
- To provide a corporate approach to the billing, recovery and collection of debt that encompasses the following core principles and is proportional, consistent and transparent.

Definition of a debtor

A debtor is anybody (whether an individual or organisation) who has received goods or services from the Council, or is liable for a statutory debt, and who has not yet paid the full amount owed.

For council tax and business rates, a debtor is an individual or organisation that does not adhere to the statutory instalment scheme.

For Housing Benefit overpayments, a debtor is a benefit claimant, or alternative payee such as a landlord, who has been overpaid Housing Benefit as a result of a change in circumstances.

To reduce the number of debtors, service providers must attempt to obtain payment in advance or at the point of service delivery wherever possible. Invoices should only be raised where payment in advance for a service is inappropriate.

Core Principles

Responsibility for maximising income to the Council for the services it charges for is shared by the Chief Finance Officer and Heads of Services.

The responsibility for the collection and enforcement of council tax, business rates and the recovery of overpaid housing benefit is governed by legislation and is administered by the Revenues and Benefits service, the specific legalisation is stated below:

- Council tax recovery procedures are laid down by statute in The Council Tax (Administration and Enforcement) Regulations 1992 and subsequent amendments
- Non-Domestic Rates recovery procedures are laid down by statute in The Non-Domestic Rating (Collection and Enforcement) (Local Lists) Regulations 1989 and subsequent regulations and amendments
- Housing Benefits overpayments are reclaimed in accordance with Regulations 99 – 107 of The Housing Benefit Regulations 2006 (and subsequent amendments)

The charging of Parking Penalty Charge Notices (PCN) is under the powers of the Road Traffic Regulation Act 1984 (RTRA 1984), local authorities may:

- impose charges for parking in car parks
- charge for parking in on-street parking bays (e.g. through the sale of permits/vouchers and through various short-term payment methods)

Consistent and transparent debt management arrangements will be applied to all sums owed to the Council, with the objective of maximising income and cash flow, but taking account of the cost of collection and recovery.

The Accounts Receivable Team is responsible for recovering debts that have been raised by services, for advising them on debts that are uneconomic to pursue and where debts should be written-off, and for maintaining master data (client details, including blocked customer status etc.).

Service Requirements

Services should attempt to obtain payment in advance of services being provided. Where this is not possible, services should determine their arrangements for allowing credit in consultation with the Accounts Receivable Team, on behalf of the Chief Finance Officer. This document sets out arrangements for doing this. The Accounts Receivable Team can advise on the most appropriate method for collection of income in advance.

Responsibility for controlling the issue of credit in line with pre-determined arrangements and adhering to the arrangements for customers to whom services have been suspended or terminated due to non-payment (known as 'blocked' customers).

Responsibility for collecting and banking income received in advance and for raising invoices promptly where credit has been allowed.

Provisions

Provisions for bad debts will be determined by the Chief Finance Officer, in conjunction with services and the Head of Exchequer Services or, for council tax and business rates, the Chief Finance Officer and the Revenues and Benefits Manager, as stated with the Council's Financial Regulations.

Charging Policies

The Council will charge for all services where allowable.

The Council will have in place charging policies which are coherent and cost effective. All policies should be transparent and easy to understand.

Charges should cover the full cost of the service unless specific funding or alternative measures are in place.

Each Delivery Unit will regularly review charging policies and fees. This will be in line with the annual budget setting cycle as per the Council's Financial Regulations.

Each Delivery Unit should ensure appropriate methodology is in place to ensure the robustness of the charging and collection policy and delivery. **Performance Management**

Prompt recovery action is key to managing debt and maximising income. The Council therefore aims to:

- Regularly monitor the level and age of debt.
- Set clear targets for the recovery of debt.
- Have clear written recovery procedures.
- Set priorities for specific areas of debt and assess recovery methods to ensure maximum recovery.
- Regularly review and propose irrecoverable debts for write-off.

Monitoring and reporting of debt

The following table sets out the frequency and type of debt reporting, the responsibilities associated with monitoring debt levels, and responsibilities for monitoring this policy:

Type of Debt	Activity	Report to:	Responsible Officer	Frequency
Sundry	Aged Debt report	All services	Assistant Finance Manager	Monthly
Sundry	Barnet Major Debtors	Head of Exchequer Services.	Assistant Finance Manager	Monthly
Council tax and business rates	Percentage collected in year	DCLG*1	Revenues and Benefits Manager	Quarterly
Housing benefit	Debt Raised Recovered Outstanding and Written Off	DWP*2	Revenues and Benefits Manager	Quarterly
All debt	Review of Policy	Chief Finance Officer	Head of Exchequer Services	Annually

*1 DCLG: Department for Communities and Local Government

*2 DWP: Department for Work and Pensions

The following table sets out the performance targets for debt invoicing, collection and debt recovery:

Type of Debt	Activity	Target	Responsible Officer
Sundry	Invoicing	Invoice to be raised and despatched within 1 day of the sales order being created.	Assistant Finance Manager
Sundry	Collection	Cheques or cash to be processed within 5 days of receipt.	Assistant Finance Manager
Sundry	Collection	Payment suspense items to be cleared within 3 days.	Head of Treasury
Sundry	Aged Debt (FIN PI 28)	96% of debt collected within 120 days.	Assistant Finance Manager
Sundry	Aged Debt (FIN PI 29)	97.5% of debt collected within 180 days.	Assistant Finance Manager
Sundry	Aged Debt (FIN PI 30)	98.5% of debt collected within 365 days.	Assistant Finance Manager
Sundry	Aged Debt	Irrecoverable debt to be written off on a regular basis.	Assistant Finance Manager
Sundry	Payment method (FIN PI31)	To increase the number that pay by direct debit by 5% per annum.	Assistant Finance Manager
Council Tax	Collection (MI)	To achieve an in-year collection target of 96.5%	Revenues and Benefit Manager
Council Tax	Collection (Gainshare)	To achieve a four-year collection target of 98.5%	Revenues and Benefit Manager
Business Rates	Collection (MI)	To achieve an in-year collection target of 97.5%	Revenues and Benefit Manager
Business Rates	Collection (PI)	To achieve a four-year collection target of 99%	Revenues and Benefit Manager
Housing Benefit	Notification	Benefit Determination letter issued the day after the overpayment has been calculated	Revenues and Benefits Manager
Housing Benefit	Collection	65% of debt recovered in current year against debt raised in current year. 25% of debt recovered in current year against all debt outstanding 5% of debt written off against all debt outstanding	Revenues and Benefits Manager

Collection and Recovery

Sundry Debt

Except in the case of an invoice payable by instalments, or as otherwise contractually agreed, the settlement period for all invoices will be within 28 days.

After the settlement period, and where legislation permits, the Council may seek to recover interest and any costs that are legitimately due from the debtor to the Council or its agents.

Recovery action will commence no later than 14 days after the demand has fallen due. Escalation processes up to and including litigation are to be agreed between the Accounts Receivable Team and the relevant service departments.

The Council will attempt at all times to use the most appropriate and cost-effective method of debt recovery in order to maximise income.

Council Tax and Business Rates

The Council offers six different payment dates for customers who opt to pay council tax by Direct Debit as this is the most efficient and cost-effective method of payment for the Council. Business rates (NNDR) offers Direct Debit on the 5th of the month.

Council tax and business rates follow legislative requirements for collection and recovery, demands are issued in the preceding March of each financial year to allow for the first instalment to be paid in April. Processes are automated to ensure that reminders, final notices and summonses are issued in accordance with the required statutory timescales.

There is a statutory instalment scheme but if this is not adhered to then the legislative recovery process is followed.

Council tax has very high volumes of recovery action, so reminder, final and summon notices are generated automatically. Cases at summons stage are individually checked before the summons is issued.

Housing Benefit Overpayments

For Housing Benefit overpayments, the priority is to recover the overpayment from ongoing or arrears of Housing Benefit. If entitlement has ended, an invoice is issued and if the debt is not settled a reminder and then final reminder are

issued. There are ranges of recovery methods available should the debt not be paid that are detailed below.

Before enforcement action is taken, the Council will utilise correspondence and telephone contact with the debtor, visits to the debtor's home by designated Council officers, and where cost effective to do so, external collection agents as an alternative means of recovering sundry debts. Additionally, enforcement agents are used to recover unpaid council tax and business rates debts.

Where an external agency is utilised to assist with collection, the flow of information between the Council and the agent must be in a secure electronic format.

All statutory methods of enforcement of debts shall be available for use. These include:

- Attachments of earnings
- Warrants of execution
- Third party orders
- Insolvency
- Possession proceedings
- Deferred payment agreements
- Committal to prison for council tax and business rates
- Charging orders
- Recovery from ongoing or arrears of benefit
- Attachments to state benefits
- Registering debts at County Court

Where legally permissible, the provision of future services to the debtor will be suspended until outstanding debts are settled.

Parking

The Council issues Penalty Charge Notices (PCN) for illegally parked vehicles. The debt is not issued on the Council's accounting system; instead it is specifically allocated on the Council's Parking System.

The link below is the latest version of the Council's Parking Policy, which describes the collection / recovery process in detail.

https://engage.barnet.gov.uk/development-regulatory-services/parking-policyconsultation/user_uploads/parking-policy-12_08_2014.pdf

Council Members and Staff

It is not acceptable for Council members, staff or those employed to owe money to the Council.

The Council will use the information it holds on staff to assist with debt recovery and to make arrangements to clear the debt by salary deductions.

Section 106 of the Local Government Finance Act 1992 imposes a duty on a member whose payments are two months overdue to make a declaration to that effect, and refrain from voting in certain matters.

Dispute Resolution

In case of a dispute with a **sundry debt**, recovery action will be suspended, and the dispute referred back to the originating department for resolution within one week. If no response is received after one week a reminder will be sent to the originating department for instruction. If no response is received after a further week the debt will be transferred back to the originating department.

A dispute is not resolved unless it meets one of the following conditions:

- The customer is correct and gets full credit
- The customer is partly correct and gets partial credit and agreed charge
- The customer is incorrect and accepts the charge
- The customer is not correct and does not accept the situation, but the service is prepared to pursue the debt

For **council tax and business rates** the disputes are arbitrated by the Valuation Tribunal Service.

Enforcement Agents and Enforcement Management

The ability to refer debts to enforcement is an important tool in the recovery process. The Council appreciates the sensitivity attached to the use of bailiffs.

The Council will seek to use enforcement only where it has determined that this is the most effective collection method for the debt in question.

Enforcement performance and contract management will be in place to ensure compliance with codes of conduct good practice. These services will comply with the National Standards for Enforcement.

Write off procedures

Whilst the Council will make every effort to pursue debts owed by debtors, it recognises that in some circumstances debts will become irrecoverable.

Debts may be regarded as uncollectable where:

- The debt is uneconomic to collect i.e. the cost of collection is greater than the value of the debt.
- The debt is time barred, where the statute of limitation applies. Generally, this means that if a period of six years has elapsed since the debt was last demanded, the debt cannot be enforced by legal action.
- The debtor cannot be found or communicated with despite all reasonable attempts to trace.
- The debtor is deceased and there is no likely settlement from the estate or next of kin and where there is written confirmation from the Receiver.
- Insolvency where there is no likelihood of settlement and written confirmation from the Official Receiver or Administrator.

Good practice dictates that, when all methods of debt recovery have been exhausted, any debts that remain irrecoverable are written off promptly in accordance with the Council's Constitution and Financial Regulations. Debt, even when written off, will continue to be pursued for example should a debtor seek to obtain council services in the future, or the debtors whereabouts become known, action will be taken to recover the outstanding debt.

Under the Council's Constitution, the Chief Finance Officer may, subject to that officer being satisfied that all avenues to recover the funds have been investigated, write off bad debts up to the value of £5,000. This will need to be in the format of a delegated powers report.

Bad debt that is to be written off and is in excess of £5,000 must be referred to the Policy and Resources Committee for write off.

The CIPFA Code of Practice on Local Authority Accounting, (The Code) requires the Council's statement of accounts to include sufficient provision for bad debts. This provision will be determined by the Chief Finance Officer, in consultation with the Assistant Director of Finance, the Head of Exchequer Services and other Services. The external auditor will subsequently review this provision for appropriateness.

Generally, the older a debt is, the greater the requirement for a bad debt provision. Provisions are always reviewed as part of the closure of accounts process but should also be reviewed on a regular basis throughout the year, and

any likely requirement to increase the provision at the yearend should be identified and reported through regular budget monitoring.

Customer Care and Debt Advice

The Council will:

Collect debts in an efficient way, taking account of personal circumstances.

Deal with debtors in a professional manner at all times treating individuals consistently and fairly and displaying courtesy and respect in accordance with departmental customer care directives.

Recognise where there is a 'can't pay' rather than a 'won't pay' situation.

Provide facilities to enable customers to discuss their debts in a confidential environment offering assistance wherever possible.

Provide all debtors seeking help due to financial difficulties with support:

- Be invited to provide details of their means by listing their income and expenditure, (evidence will be requested if necessary).
- If they have other debts owing to the Council then these will also be considered when agreeing a recovery plan.
Be encouraged to use the money advice services available from the Citizens' Advice Bureau and other debt advice providers.

Advice and assistance

The Council will seek to provide information about debt advice and potential statutory benefits and discounts to those debtors who cannot pay.

Officers will remind debtors of the importance of paying priority debts. Priority debts include council tax arrears. Non-payment of council tax arrears can result in the seizure of debtors' goods, or in the debtor being sent to prison.

For council tax, there is a discretionary fund for debtors in hardship with each case being assessed on its own merits and the individual's circumstances.

Customers who are in receipt of council tax support may be referred to enforcement agents if they do not engage or adhere to arrangement plans, but they will not progress to the enforcement stage of the process, thereby avoiding additional costs. Additionally, any customers who are identified as vulnerable will be supported appropriately.

Debtors who are in financial difficulty may find it beneficial to obtain specialist advice from one of the following agencies:

Citizens' Advice Bureau

The Citizens' Advice Bureau offer advice about simple debt problems, and will be able to refer debtors to a specialist advisor if the debt problem is complicated.

Website: <http://www.citizensadvice.org.uk>

Local branches:

New Barnet Citizens Advice Bureau 30 Station Road New Barnet Barnet Hertfordshire Tel: 0844 826 9336 Email: newbarnet@barnetcab.org.uk	Hendon Citizens Advice Bureau 40-42 Church End Hendon London NW4 4JT Tel: 0844 826 9336 Web: www.barnetcab.org.uk
--	---

Money Advice Centres

Money Advice Centres can also provide help with debt problems. Details of the nearest centres may be found by accessing the DirectGov website: www.moneyadviceservice.org.uk and following the link to the relevant advice or by telephoning the helpline on 0800 138 7777.

National Debtline

The National Debtline provides free debt management information to people living in England and Wales. Debtors can contact National Debtline by calling them on 0808 808 4000 or via their website at www.nationaldebtline.co.uk.

Business Debtline

The Business Debtline provides advice for small business in England and Wales. Debtors can contact them by telephone on 0800 197 6026 or via their website: www.bdl.org.uk.

Stepchange

Provides free impartial debt advice and solutions to anyone struggling with debt problems. They can be contacted on 0800 138 1111 or via their website at www.stepchange.org.

Review of this policy

The Council is committed to continuous improvement and it is critical that new approaches and ways of working will be introduced. This policy will be reviewed annually to allow it to be updated and to take any service improvements or changes into account.

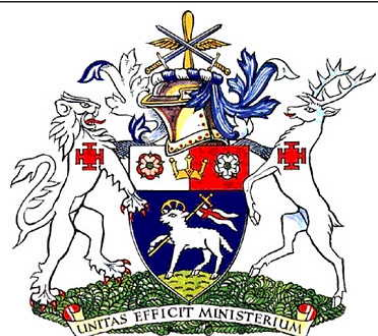
This page is intentionally left blank

New Risk ID	Risk Level	Risk Title	Risk Description	Risk Owner Job Title	Primary Risk Category	Controls and Mitigations in Place	Residual Risk - Total	Direction of Travel (from previous quarter)	Current Quarter Review Summary
STR002	Strategic	Market capacity	Decreases in the capacity of the social care market (private or voluntary) due to recruitment challenges, quality concerns, closure or staff leaving the sector could impact service delivery resulting in a failure to meet statutory duties and add additional pressure on staffing and finances.	Executive Director - Adults and Health	Statutory Duty	<ol style="list-style-type: none"> For all contracted services due diligence is undertaken at the start of each contract to ensure quality and sustainability of providers. Regular contract monitoring is undertaken with providers, with more visits to higher risk providers. There is also a clear provider failure/closure approach to manage closure of homes and safe transition of service users if required. More streamlined and better focus on quality. Working across North Central London to share ideas/learning on quality improvement programmes, including collaborative work with Enfield, Haringey, Camden and Islington councils on residential and nursing care supply, commissioning and quality assurance. Ongoing work to monitor the sustainability of the sector and explore best use of council resources to support this (including the awarding of inflationary uplifts) Specific support offer has been in place to support providers with Covid-19; support continues to be made available to care providers. Regular reviews of provider business continuity plans. Recruitment campaign to support sector with recruitment challenges. 	12	Same	Market capacity is under pressure for a number of reasons including home refurbishments, provider concerns and recent notices from two homes who have taken the decision to close. A response plan is being developed following the recent closure notices, and a longer term action plan and weekly meeting to progress and monitor actions.
STR001	Strategic	Adults safeguarding	Council services and partners not effectively managing their relevant safeguarding risks could lead to a safeguarding incident resulting in potential harm to individuals and/or families, potential legal challenge, resident dissatisfaction and public scrutiny.	Executive Director - Adults and Health	Statutory Duty	<ol style="list-style-type: none"> Barnet council and partners have signed up to the multi-London agency procedures safeguarding policies and procedures and adopted across London in Q1 19/20. These were updated in 20/21, and represent best practice. The council has a comprehensive Learning and Development programme for social care practitioners to support high quality safeguarding practice. A quality assurance framework is in place which includes independent case audit programme, supervision audits and direct observations of staff and self-audits to provide reassurance that practice quality is high and identify areas for improvement. A quality board meets monthly to review the findings from mechanisms in the quality assurance framework and track any improvement against actions agreed. Performance monitoring of safeguarding, happens monthly and quarterly by the adult social care management team and the performance sub-group of Barnet's safeguarding adults board. Monthly reporting to executive director along with ad hoc reporting when necessary with clear roles and responsibilities are in place. The adult MASH has been in place since June 2019 to more effectively bring partners together in safeguarding work. Professional lead for safeguarding and clear responsibilities for those carrying out safeguarding inquiries through line management and Safeguarding Adults Manager (SAM). 	12	Same	The situation remains the same. Work continues with the Learning and Development programme, quality assurance framework, performance monitoring and adherence to London procedures. Recent updates to Mosaic have been rolled out and this is improving the recording of safeguarding work.
STR003	Strategic	Relationship with healthcare providers and partner organisations	Ineffective relationships with healthcare providers and partner organisations such as the NHS could lead to an inability to manage demand resulting in a failure to meet statutory duties and safeguarding of vulnerable residents.	Executive Director - Adults and Health	Statutory Duty	<ol style="list-style-type: none"> Joint planning and co-ordination work takes place through the Joint Health and Wellbeing Strategy and other Health and Wellbeing Board work, and at North Central London level through the Integrated Care System. At the borough level, there is close working through the integrated care partnership, the joint commissioning unit, the health and wellbeing executive group and the urgent and emergency care board which actively manage plans to control demand pressures in the system. ASC operational managers work with the NHS on the daily basis, to manage demand and pressures. Active monitoring of referral and activity data and discussing any concerns with health partners. Working as an integral part of the integrated discharge team and closely monitoring discharge data. 	12	Same	Demand on the health and social care system remains high but there is a good level of collaboration in Barnet and across North Central London to ensure partners are working effectively together. Work this quarter has included agreeing the scope for an external advisory project to design the local discharge model and improving how we work with Barnet, Enfield & Haringey Mental Health Trust.
STR004	Strategic	Response to emergency or incident	Insufficient resilience management (e.g. Business Continuity, Emergency (BC) Planning, Health & Safety) could lead to the council being unable to respond effectively to an emergency or incident resulting in disruption to services; harm to staff and/or the public; and legal challenge.	Executive Director - Assurance	Business Continuity	<ol style="list-style-type: none"> Current Business Continuity (BC) arrangements including strategy, exercises, training and resources Corporate BC Strategy and Plan in place. Maintenance of BC lead network Identification of Priority1 staff Corporate Health and Safety Management system in place including Health and Safety Policy, risk assessment and review, training, monitoring and reporting performance. Professional advice and support provided by Head of SHaW (statutory H&S officer) and H&S BP's. 	8	Reduced	The risk score has been reduced this quarter and has now reached its target score. While it is recognised that this is still a risk, there are sufficient controls and mitigations now in place to tolerate it: for example, the recruitment of new BECC staff in Q2.
STR005	Strategic	Safety from anti-social behaviour and crime (including violence and abuse)	Anti-social behaviour and crime (including hate crime) could lead to unsafe environments and perceptions of safety resulting in harm to individuals, community tension and increased demand for services.	Executive Director - Assurance	Statutory Duty	<ol style="list-style-type: none"> Working with Barnet Safer Community Partnership, including to deliver the knife crime action plan Working in partnership with the police, including to monitor tensions and local issues and response Environmental enforcement (e.g. litter and flyposting), including with Re (Regulatory Services) and Barnet Homes (e.g. noise and pests) and joint action across Estates Effective use of CCTV across the borough. Working with the Barnet Multi Faith Forum (BMFF) and Community Together Network to increase engagement with the community Delivering initiatives to encourage and celebrate cohesion . 	8	Same	Monitoring and multi-agency meetings continued this quarter, maintaining the log of anti-social behaviour across the borough. The service continues to tolerate this risk with the existing controls and mitigations in place.
STR006	Strategic	Strengthening Children's safeguarding	Insufficient safeguarding arrangements across the council could lead to children/young people suffering significant harm resulting in serious consequences to the child/young person and the council failing to meet its statutory duties.	Executive Director - Children's Services	Statutory Duty	<ol style="list-style-type: none"> Delivery of robust delivery plan to take recommendations forward. Monitoring of impact of delivery plan on outputs and outcomes for children, young people and families, and taking action if outcomes don't improve as expected. Refresh of the Barnet Multiagency Safeguarding Arrangements (MASA) membership and work programme. Leadership from the Chief Executive, Borough Commander and Lead Officer in the CCG to drive forward action plan, and galvanise resources from across the council and partners to support further improvement (including support services). Strong communication/engagement plan at all levels of the partnership and organisation, to keep the focus, energy and momentum at all levels. Annual scrutiny report by red Quadrant Annual LSCP report and business plan 	12	Same	Implementation of the new Healthy Child Programme provider (began delivery on 1 April 2022) is being monitored.
STR007	Strategic	Neglecting corporate parenting duty	The council and its partners neglecting to fulfil their duty as Corporate Parents could lead to poorer outcomes for children in care and care leavers across key areas including education, health and placements resulting in an increased gap between children in care/care leavers and their peers in the shorter term and poorer outcomes in the longer term.	Executive Director - Children's Services	Statutory Duty	<ol style="list-style-type: none"> A joint motion by councillors to the Full Council in November 2015 resulted in the Barnet's Pledge for Children in Care and Care Leavers. The Children in Care Council has been refreshed and the advocacy service is active across Family Services. A Children's Services Improvement Action Plan is being implemented. The Virtual School has invested in a strong structure and resources are targeted to improve outcomes, through the Personal Education Plan (PEP) process. The 'Onwards and Upwards' care-leaving service is located in a town centre, where care leavers can access support and a broad range of multi-agency services. Strategic links have been developed with key partners. A multi-agency forum, Corporate Parenting Officers Group, has been established to track and monitor planning for children in care and care leavers. Members at Full Council agreed new arrangements for the Corporate Parenting Advisory Group at its meeting on 6 March 2018. 	9	Same	Refreshed Corporate Parenting Officers Group plan was presented to group in September 2022.

New Risk ID	Risk Level	Risk Title	Risk Description	Risk Owner Job Title	Primary Risk Category	Controls and Mitigations in Place	Residual Risk - Total	Direction of Travel (from previous quarter)	Current Quarter Review Summary
STR008	Strategic	Environmental sustainability	Climate change could lead to negative long-term consequences to the local environment (such as flooding) resulting in statutory environmental duties and targets not being met, financial consequences and not protecting the environment for future generations.	Deputy Chief Executive	Statutory Duty	Continue to implement the schemes highlighted in the Sustainability Strategy Framework, under the 5 themes of delivery: 1. Built Environment & Energy 2. Transport 3. Council Operations 4. Employment and Skills 5. Waste and Natural Environment	12	Same	Theme Workshops took place in Q1 to look at the actions that are already in train or being considered; these have been analysed against impact, cost and ease of delivery to develop a programme of work and Climate Action Plan. Updates to these action plans have taken place during August 2022 with a view to finalising the programme plan. A recruitment programme has taken place and all posts recruited to, which will enable the governance structures to be put into place. The governance programme has been agreed and will commence in September 2022. Procurement for a provider to deliver a Citizen's Assembly took place during August 2022, with the contract awarded and work commencing. Findings from initial engagement in March 2022 is being analysed by the Engagement team following a dispute with the initial provider of this work. Barnet was successful in winning funding for a pilot project which will increase the number of EV charge points across the borough. Air Quality Action Plan is being refreshed and consultation due to take place during Q3. Work on refreshed Tree Policy commencing in Q3.
STR014	Strategic	Building safety	Lack of a robust process to quality assure building contractors could lead to a breach of statutory compliance, health and safety issues resulting in reputational damage to the council, risk of harm or death, delays to delivery of outcomes and financial implications.	Deputy Chief Executive	Health & Safety	1. Health and Safety/quality prioritised as part of scoring during procurement/tender processes. Includes additional background checks, previous performance, exchange of risk information and consideration of proposals to manage risk where necessary. 2. Health and Safety/quality forms a key element of the council's project delivery gateway process, from initiation all the way through to delivery and handover. 3. Additional assurance sought through council's SHAW team and where necessary independent assurance through the technical team 4. During construction process on larger schemes the technical team will include an New Engineering Contract (NEC) Supervisor to ensure Health and Safety is being managed appropriately on site and reported correctly. 5. On smaller schemes CDM and method statements are requested prior to the start of works.	8	Same	Actions from Q1 have been completed. There remains an action to update project team members induction process to be clear on mandatory training expectations.
STR010	Strategic	Impact of economic downturn on future development	Adverse market performance or an economic downturn could lead to impacts on the pace of development, construction and material costs, supply chain issues, increased business failure and adverse impacts to town centres resulting in increased demand for council services such as temporary accommodation, and a decline in the long-term economic and societal health of the borough.	Deputy Chief Executive	Finance	1. Revise MTFs Growth Modelling to reflect income reduction scenarios for the council. 2. Appropriate governance in place - Steering Groups in place to discuss the impact of slow growth on the expected income for the council. 3. Continued engagement with developers on regeneration estates (e.g. Argent Related NHG, Countryside Properties, MHT). 4. Production of robust, high quality business cases including sensitivity testing. 5. Effective procurement processes and choice of contract type.	16	Same	The service is continuing to actively engage with development partners and contractors to understand the implications of cost inflation and supply chain pressures. They are also undertaking sensitivity modelling for the delivery of the council's capital programme over the next five years. Project and governance management structures will continue to remain in place and are being kept under review to ensure fit for purpose. Mitigations are being managed across a number of Boards, including the Strategic Planning Operations Board, Growth and Regeneration Operations Board, Town Centre Strategy Board and Employment and Skills Board. Since last quarter, inflation remains high and the continued war in Ukraine has significantly contributed to the rise in energy costs, as well as various pressures on the supply chain for raw materials, although this does not yet appear to have translated into significant adverse impacts on the development pipeline in the borough.
STR009	Strategic	Unmet customer expectations	Lack of joined up systems and processes across the council and strategic partners, skilled staff or training could lead to customer expectations not being met resulting in a poor customer experience or quality of service.	Deputy Chief Executive	Finance	1. Demand reduction initiatives with high volume services and CSG agreed with timelines for delivery. 2. Customer Experience programme delivering a range of online improvements which should limit the need for customers to contact the council. 3. Safeguards in place to protect service areas that are used by the most vulnerable residents and those that cannot get online. 4. Monthly web performance group meetings are held. 5. Accessibility reports are run to address shortcomings in accessing content for customers with accessibility needs. 6. Customer Experience Programme Business (CEP) case in place.	12	Same	In September, Rx month was launched with a focus on culture to look at staff understanding of impact on residents / other services. Positive feedback was received from those who participated. The team has also progressed work around the joined up front door and has been involved in developing support for the cost of living. Amazon Web Services will go live in October 2022.
STR013	Strategic	Cyber security	A cyber attack could lead to the council being unable to operate resulting in widescale disruption and financial cost.	Deputy Chief Executive	Business Continuity	1. Monthly contract management meetings in place to manage the contract and relationship with CSG 2. Monthly Partnership Operations Board for escalation of any issues identified 3. Joint risk being managed by CSG - IT with controls/mitigations in place. 4. Learning portal - mandatory training on Information Management/cyber security for staff 5. Remote working audit completed 6. Regular audits undertaken 7. PCI (payment card industry) accreditation 8. Management and oversight of the actions being carried out by CSG on the council's behalf (captured in the joint risk register). 9. BC leads have provided plans in case of a cyber security event	15	Same	DLUHC assessment has taken place on technical recommendations, report to be reviewed but early indications are that training and awareness are still a big focus. Funding has now been received from London Councils for training and the programme is being developed. Work is ongoing with Business Continuity leads to test plans particularly around the impact of a cyber attack. Scenario planning training is being developed in conjunction with Resilience. PwC audit will commence in October 2022.
STR015	Strategic	Pandemic type disease outbreak	Another wave of Covid-19 infections or the declaration of another pandemic (such as influenza) could lead to severe resource and capacity issues for the council and partner agencies resulting in an impact on service delivery and the health and wellbeing of residents.	Chief Executive	Statutory Duty	1. Ensure all service areas have a robust response system in place and regularly updated 2. Performing pandemic preparedness exercise across the council and its partners 3. Providing PH leadership and professional advice for the council's pandemic response.	10	Same	The long-term Workplace Wellbeing Strategy has been signed off by CMT. SHaW will work with the Public Health team on implementation of the plan.
STR016	Strategic	Staff wellbeing and mental health	Changes to staff working arrangements (such as hybrid working) and the psychological effects of the Covid-19 pandemic could lead to a staff disconnect with the organisation and a breakdown of relationships between managers and staff resulting in poor job satisfaction, presenteeism, sickness absence (mental health illness) and staff turnover.	Chief Executive	Staffing & Culture	<u>Prevention</u> 1. Regular information and guidance to staff on working practices such as regular breaks, regular contact and communication, physical exercise, via internal comms and through wellbeing hub 2. Employee Assistance Programme (EAP) provides advice and guidance on healthy lifestyles including mental health 3. Wellbeing and mental health training for staff and managers via Organisational Development team <u>Intervention</u> 4. EAP provides confidential support and counselling for staff 5. Able Futures is a government scheme providing support on mental health 6. Mental Health First Aiders provide support to staff and signposting to support	12	Increased	The long-term Workplace Wellbeing Strategy has been signed off by CMT. The SHaW team, in collaboration with stakeholders through the Workplace Wellbeing Group, is producing an action plan to drive the strategies objectives and address gaps identified through intelligence and data gathering. The Staff Wellbeing Hub and resources available to staff have been reviewed and updated. The employee burnout sessions have been commissioned and have now begun.
STR011	Strategic	Reduction in capacity of VCS	Funding and sustainability challenges facing the VCS could lead to a reduction in capacity and growth of preventative services, resulting in difficulties accessing services and demand for more complex support, especially for residents in hardship.	Executive Director - Resources	Business Continuity	1. Increased funding to a new enhanced Barnet Together Voluntary Community Sector (VCS) infrastructure alliance to enable greater support for frontline VCS organisations. 2. Ongoing Barnet Partnership Board meetings 3. Continue to work with all Prevention providers	12	Same	This quarter saw the first annual conference for the Barnet Together Alliance. This launched the initiative to the wider sector, from which around 150 organisations attended. The conference included workshops on capacity building and the opportunity to meet and talk to a range of funders. A volunteering strategy for Barnet was also launched at the meeting. Partnership Board also met this quarter to discuss responses to the cost of living crisis.

New Risk ID	Risk Level	Risk Title	Risk Description	Risk Owner Job Title	Primary Risk Category	Controls and Mitigations in Place	Residual Risk - Total	Direction of Travel (from previous quarter)	Current Quarter Review Summary
STR021	Strategic	Increase in the North London Waste Authority (NLWA) levy	The expected replacement of the NLWA Energy from Waste (EFW) facility (expected 2026) could lead to an increase in the NLWA waste disposal/treatment levy of potentially up to £9 million per annum and any additional financial cost relating to delays in the construction of the EFW resulting in an increased financial pressure on the council.	Executive Director - Resources	Finance	1. Active engagement through officers and NLWA Members. 2. Development of long-term financial strategy. 3. Ongoing analysis of waste data flows.	6	Same	The site at the Eco Park, where the Energy Recovery Facility is going to be constructed by Acciona, was handed over to Acciona in September 2022. This is a month ahead of schedule. Members and officers are being provided with regular updates, as set out in the controls and mitigations.
STR026	Strategic	Embedding the new administration's priorities	Lack of preparation and slow response by the organisation to shifting priorities could lead to the failure to deliver the administration's commitments and expected outcomes.	Chief Executive	Staffing & Culture	1. Assessment of manifesto to identify the commitments and likely impacts on budget (funding) and resource (ie staff) 2. Regular meetings between the CEO and Leader 3. Regular meetings between CMT and committee leads 4. Development of Mobilisation Programme for delivering priority commitments 5. New Transformation Director being appointed to take the lead on developing longer-term change programme 6. Updated committee structure incl. Chairs/Vice Chairs	6	Same	Policy and Resources Committee signed off the proposed approach to developing the corporate plan on 29 September 2022. Socialisation and commissioning services (for drafting text) is underway and a draft will be taken to Policy and Resources Committee in December. A Transformation Director has been appointed and the Transformation Programme is being developed.
STR027	Strategic	Cost of living	Financial hardship being experienced by more residents and businesses / to a greater degree could lead to increased demand for council services, increased local unemployment, more people in crisis and increased debt / non payment, resulting in pressure on services (capacity / turnaround times / quality of service) and pressure on the council's finances.	Executive Director - Resources	Finance	1. Prevention activity in place such as crisis funds, communications on sources of support and how to access, welfare advisers. 2. Continued communications with welfare and VCS partners 3. Support of Food Hub and foodbanks, usage is monitored	16	Same	Policy and Resources Committee signed off the proposed approach on 29 September 2022. The Resident Support Fund launched on 3 October 2022 and additional resource is going into the Revs & Bens team to manage demand. Additional funding is going to Barnet Together to support community groups. A communications campaign has gone live, and procurement of a data tool is required.
STR022	Strategic	Future of Work	Failure to manage the transition to a post-Covid working environment could lead to missed opportunities for improvement to services and reduced staff engagement resulting in recruitment and retention issues and reduced staff wellbeing.	Executive Director - Resources	Business Continuity	1. Future of Work Programme 2. Managed approach to ensure a safe and productive return to the office environment where this is required	2	Reduced	The target risk score has been reached as the team is confident that relevant activities have been embedded into BAU and workforce surveys indicate that things seem to be working well. Will look to close the risk next quarter.
STR023	Strategic	Recruitment and retention	Market forces and economic and social issues (such as pandemic recovery, Brexit) could lead to recruitment and retention issues particularly in specialist areas resulting in a failure to meet statutory duties, council priorities and workforce and financial pressures.	Executive Director - Resources	Staffing & Culture	1. EDI Action plan in place 2. Future of Work Programme 3. Staff communication and engagement 4. Unified Reward revision	6	Same	Discussions with trade unions on Unified Reward revision continue, and the team is monitoring the direction of travel in national negotiations. Work is also ongoing to strengthen the offer in terms of overtime and flexible pension scheme provisions for certain occupational groups.
STR024	Strategic	Dependency on staff to manage urgent issues	A lack of capacity/capability, shared skills/knowledge or succession planning in the workforce could lead to dependency on a small number of staff to deal with urgent issues resulting in pressure points across the organisation and potential service failure.	Chief Executive	Business Continuity	1. Learning and development opportunities, including opportunities via Apprenticeship Levy 2. Workforce/succession planning 3. Create issues log identifying key issues and pressure points, including lead staff 4. Work with Directorates on contingency plans and workforce/succession planning.	9	Same	Management development work is ramping up; EDI focusing on e-learning and ongoing discussions around Stonewall accreditation.
STR017	Strategic	Revenue overspend	Central government funding for the council being adversely affected by changes in government policy or budget pressures being higher than anticipated could lead to non-achievement of budget targets and an overspend on the revenue budget resulting in an impact on service provision and / or quality and financial consequences for the council.	Executive Director - Resources	Finance	1. Strategically move the funding base of the council from being supported by Government Grants to the more stable base of Council Tax income 2. Monthly budget monitoring for both capital and revenue expenditure. Risks and threats are identified early and management implement mitigating actions to offset emerging pressures. 3. Budget setting process validating savings, income generation and forecast pressures at multiple times through a cycle. 4. Engaging with colleagues across London and nationally, sectoral experts and keeping informed from media 5. Annual scenario planning as part of the MTFs and identification of the key variables, both nationally (e.g. market fragility for adults and children's placements) and locally (e.g. delivery of housing numbers to meet modelled increases in CT base).	12	Same	This is an ongoing risk, as the funding landscape does not move rapidly and has remained challenging for local government for the past 12 years. A mini-budget was announced on 23 September 2022 which gave little detail on funding for local government. A further announcement is expected at the end of November 2022. Scenario planning is ongoing as part of the MTFs and business planning.
STR018	Strategic	Funding uncertainty due to reduction in local taxation income	Residents experiencing financial hardship could lead to financial pressures due to a large proportion of council funding coming from council tax and business rates income resulting in a reduction in service quality, non-delivery of the MTFs and use of reserves.	Executive Director - Resources	Finance	1. Analysis of monthly collection performance; analysis of Housing Benefit and Council Tax Support awards and claims to provide early warning signs of pressures 2. Maintaining a specified level of balance within the council's resilience reserve in addition to appropriate contingency balances to mitigate any in year pressures; 3. Undertake forward planning, regularly updating budget assumptions and monitoring the Government's fiscal announcements. However, also maintain flexibility within existing plans to stem expenditure in non-frontline services whilst long term plans are being put into place; maintain good contacts with Government to remain as informed as possible. 4. Investment being made with local businesses and working with the community to raise awareness of and increase support available.	12	Same	Impacts of local taxation and bad debt continue to be monitored and reported as planned. The MTFs is being compiled and is on track. Setting of the financial strategy is ongoing.

New Risk ID	Risk Level	Risk Title	Risk Description	Risk Owner Job Title	Primary Risk Category	Controls and Mitigations in Place	Residual Risk - Total	Direction of Travel (from previous quarter)	Current Quarter Review Summary
STR019	Strategic	Internal controls	Ineffective financial management and control could lead to the council not ensuring appropriate administration of public funds resulting in possible financial losses.	Executive Director - Resources	Finance	<ol style="list-style-type: none"> 1. A review of financial forecasts, and challenges where necessary, occurs on a monthly basis by Finance Business Partners 2. Regular, in depth reporting is considered by Council Management Team, Theme Committees, Audit Committee and Policy & Resources Committee. 3. Mitigating actions to contain overspends are identified, implemented and tracked for delivery. 4. Achievement of savings tracked and alternative actions identified where not achievable alongside review of reasons for non-achievement and whether it is a delay or non-delivery. 5. Budget holder training is available. An update is being made available through the LMS as an additional offer beyond that found on the intranet. 6. Finance Business Partners constantly upskill budget holders to deliver sound Financial Management and understand that their budgets reflect their plans in £ format. 7. An annual, at minimum, review against the CIPFA Financial Management Code and CIPFA Financial Resilience Index is undertaken and reported to Audit Committee in line with the Annual Governance Statement. 8. Additional internal controls have been implemented and audit reports found increased assurance and improvements in Finance from 2019 to date. 9. A contingency budget is held centrally for any unmanageable, unforeseen pressures. 	6	Same	Additional controls have been introduced to support financial management and the monitoring process, including a full assessment against the CIPFA FM Code. Forecasting and monitoring continues, with the council as a whole managing the budget as agreed at Council in March 2022. Service areas are articulating risks and pressures early and there are particular pressures in Adult Social Care being reviewed as to the longer-term impact to financial sustainability and the MTFS.
STR020	Strategic	New burdens	New burdens, additional demand and/or inadequate funding for additional services could lead to additional and unforecasted budget pressures, resulting in the need to increase or divert resource, reduction in service quality, ability to deliver key services effectively and / or having to use reserves.	Executive Director - Resources	Finance	<ol style="list-style-type: none"> 1. Engaging with colleagues across London and nationally to form lobbying positions. 2. Engaging with sectoral experts and keeping informed from media 3. Monthly monitoring of budgets and scrutiny of any overspend / increase in demand. 4. Providing evidence of unintended consequences of policy and statute to Central Government to support lobbying positions around new burdens. 	9	Same	Whilst there are no immediate impacts arising from new burdens, it is expected that new burdens will be provided for Adult Social Care relating to Fair Cost of Care and Care Act II implementation. The move to net zero is a new burden and, as yet, there is no commitment from Government to fund the carbon reduction and sustainability requirements for local authorities. Costing of Climate Action Plans is underway across the UK and the council is baselining and costing their Sustainability Framework.



Council

28 February 2023

Title	Referral from Policy & Resources Committee – Corporate Plan 2023-2026
Report of	Chair of the Policy & Resources Committee
Wards	Not applicable
Status	Public
Enclosures	Annex 1 – Report to Policy & Resources Committee 22 nd February 2023 Appendix 1 – Corporate Plan 2023-2026
Officer Contact Details	Liz Cowie, Assistant Director, Strategy, Communications & Engagement liz.cowie@barnet.gov.uk Linéa Heinonen, Strategy Manager linea.heinonen@barnet.gov.uk

Summary

At Policy & Resources Committee on 22 February 2023, the Committee considered a report on the approval of the Corporate Plan: “Caring for people, our places and the planet: our plan for Barnet 2023-2026”. Following consideration of the report, the Committee resolved to refer the report to Full Council on 28 February 2023.

The corporate plan is an important document for residents, our staff and our partners. It sets out the strategic vision of the borough, as well articulating what we will focus on and how we will transform how we work to deliver both high quality services and the outcomes we are seeking to achieve over the life of the plan. It articulates an aspiration for how the borough will be different as a result of delivering this long-term agenda and provides a framework for how we will continuously engage and communicate with residents and with partners.

Officers Recommendation

That Council to note and approve the Corporate Plan 2023-2026 ‘Caring for people, our places and the planet: our plan for Barnet 2023-2026’.

1. WHY THIS REPORT IS NEEDED

1.1 At its meeting on the 22nd February, the Policy & Resources Committee it is expected to resolve to refer the Corporate Plan 2023-26 to full Council for approval.

2. REASONS FOR RECOMMENDATIONS

2.1 As set out in the report attached at Annex 1.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

3.1 As set out in the report at Annex 1.

4. POST DECISION IMPLEMENTATION

4.1 As set out in the report attached at Annex 1.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

5.1.1 As set out in the report attached at Annex 1.

5.2 Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)

5.2.1 As set out in the report attached at Annex 1

5.3 Legal and Constitutional References

5.3.1 As set out in the report attached at Annex 1.

5.4 Insight

5.4.1 As set out in the report attached at Annex 1.

5.5 Social Value

5.5.1 As set out in the report attached at Annex 1.

5.6 Risk Management

5.6.1 As set out in the report attached at Annex 1.

5.7 Equalities & Diversity

5.7.1 As set out in the report attached at Annex 1.

5.8 Corporate Parenting

5.8.1 As set out in the report attached at Annex 1.

5.9 Consultation and Engagement

5.9.1 As set out in the report attached at Annex 1.

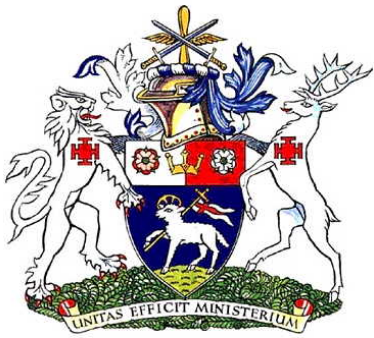
5.10 Environmental Impact

5.10.1 As set out in the report attached at Annex 1.

6. BACKGROUND PAPERS

6.1 N/A

This page is intentionally left blank



Policy & Resources Committee 22 February 2023

Title	Approval of the corporate plan: “Caring for people, our places and the planet: our plan for Barnet 2023-2026”
Report of	Chair of the Policy and Resources Committee
Wards	All
Status	Public
Urgent	No
Key	Key
Enclosures	Annex A: corporate plan 2023-2026 (Word version)
Officer Contact Details	<p>Liz Cowie, Assistant Director, Strategy, Communications & Engagement liz.cowie@barnet.gov.uk</p> <p>Linéa Heinonen, Strategy Manager linea.heinonen@barnet.gov.uk</p>

Summary

Since May 2022, this Committee has taken a number of reports on the implementation of the Councils priorities and development of a new corporate plan – that has now concluded.

The corporate plan is an important document for residents, our staff and our partners. It sets out the strategic vision of the borough, as well articulating what we will focus on and how we will transform how we work to deliver both high quality services and the outcomes we are seeking to achieve over the life of the plan. It articulates an aspiration for how the borough will be different as a result of delivering this long-term agenda and provides a framework for how we will continuously engage and communicate with residents and with partners.

Policy & Resources Committee are now asked to agree the content of the plan (see Annex A) and to refer the plan to Council in 28 February for approval and adoption as council policy.

Officers Recommendations

That the Committee agrees:

1. The proposals and content of the corporate plan 2023-2026 (Annex A)
2. To refer the corporate plan to council (28 February 2023) for adoption
3. To delegate authority to the Chief Executive in consultation with the Leader of the Council to make final formatting and non-material changes to the corporate plan prior to submission to council for adoption

1. Why this report is needed

- 1.1 Since May 2022, the council has taken a number of reports to this Committee on the articulation of council priorities and the development of the corporate plan. That work has now concluded, and the plan is presented to Committee for approval.
- 1.2 The plan sets out a strategic vision for the Borough, built on the pillars of “***caring for people, our places and planet***”. In the plan we set out the key priorities and specific areas of focus – tackling inequalities, community participation, achieving Net Zero and becoming a borough of fun – we will undertake over the life of the plan to deliver this vision:
 - **A council that cares for people** – We want everyone in Barnet to have a good quality of life; to be healthy and active, with access to excellent education, fulfilling employment, good housing, social connection and community. We will work with others to provide people with the right support when needed, to fight inequalities and reduce poverty.
 - **A council that cares for our places** – We are an ambitious London suburb – a vibrant and fun place to live, work and visit. We will champion and develop our town centres and neighbourhoods, creating safe, clean, and welcoming places with quality homes that people can afford. As a borough of fun, we will be a *destination*, a place to visit, live and enjoy ourselves, where people connect to each other and feel a sense of belonging.
 - **A council that cares for the planet** – We will work together with local people, communities and businesses across the borough to become net zero carbon in Barnet by 2042, and for the council by 2030.
- 1.3 The pillars are underpinned by a foundation of:
 - ***Engaged and Effective*** - We will become a ‘listening council’ that collaborates, listens and builds a dialogue with residents and communities, together working for a better Barnet. In doing so, we will transform how we work as a council, into one that residents find easy to access and where we act on their concerns and involve them in decision-making. Supporting this ambition, we want to become an employer of choice.
- 1.4 The plan also includes the high-level outcomes we are seeking to achieve over the life of the plan. We intend to publish a more detailed Outcomes Framework which contains the performance indicators we will use to establish how we have made a difference to residents and communities.

1.5 Figure 1 below, demonstrates the pillars and foundation work together:



1.6 To support the development of the plan the council commissioned Collaborate to run engagement workshops. These took place over the latter part of 2022 and in doing so Collaborate engaged, members, VCSF groups, residents, staff and the Barnet Partnership Board. The workshop tested reactions to the vision and considered what the ambitions and desired outcomes for each of these themes should be. More detail from those workshops in the Transformation Strategy (see separate item on the 22 February Policy & Resources Committee agenda).

1.7 A word version of the corporate plan is attached at Annex 1. Note that we are in the process of preparing a designed version. This, and a summary document, will be presented to Council for approval on 28 February.

2. Reasons for recommendations

2.1 The corporate plan is an important document for residents, the organisation and our partners. It sets out the strategic vision of the borough as well articulating what we will focus on and how we will transform how we work. It provides a framework for how we will engage with residents and communicate with partners. And as importantly, by capturing a wide range of service delivery including statutory responsibilities it provides clarity and direction for staff.

3. Alternative options considered and not recommended

3.1 None. The corporate plan articulates a long-term agenda for the future of the Borough and identifies key activities we will deliver to achieved that. It provides a means to translate political priorities into council policy to ensure that the council's aims are clear to staff and residents.

4. Post decision implementation

- 4.1 Following committee approval, the corporate plan will be referred to Council (28 February 2023) for adoption.
- 4.2 Communications activities to support the roll out of the plan are being developed. The content of the plan forms the basis of our strategic communications (e.g. communications campaigns) which will be delivered over the life of the plan. The corporate plan makes clear our intention to achieve a step change in resident and community engagement. This will be delivered through the corporate plan and specific strategies such as the Community Participation Strategy (agreed in CLLC in October 22) which sets out guiding principles and identifies a number of path finder projects we will be undertaking to deliver that step change.
- 4.3 The Corporate Plan will also be delivered through the Transformation Strategy, and service specific delivery plans and projects.

5. Implications of decision

Corporate Priorities and Performance

- 5.1.1 The new corporate plan will set out the council's corporate priorities, this will include a new outcomes framework that will be developed to monitor performance.
- 5.2 **Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)**
 - 5.2.1 The delivery of the corporate plan will be reflected in the Medium-Term Financial Strategy (MTFS) and the MTFS is a financial articulation of the council's corporate policies, plans and objectives.
 - 5.2.2 There is no expectation that the delivery of the corporate plan will place the General Fund or other ring-fenced funds under pressure. Delivery of the plan will be monitored robustly and if emerging, adverse impacts arise the council will seek to mitigate these within existing resources
 - 5.2.3 The Sustainable Commercial Strategy is in development. This will set out how the council will use its leverage through procurement to support to delivery of the corporate plan. This will run across all procurements and the monitoring of the delivery of social value outcomes.
 - 5.2.4 As we deliver the plan there will be organisational implications. This is more fully considered in the Transformation Strategy (see separate item on the 22 February Policy & Resources Committee agenda). We are also developing a staff engagement strategy explicitly to bring more closely together, the corporate plan, the transformation strategy and organisational development and ensure that staff feel well equipped to deliver the long-term agenda.
 - 5.2.5 Impact on sustainability will be considered in delivering all aspects of the Corporate Plan, and as such there will be close alignment of the outcomes with the Sustainability Action Plan.

5.3 Legal and Constitutional References

5.3.1 The council's Constitution, Article 7 Committees, Forums, Working Groups and Partnerships, sets out the functions of the Policy and Resources Committee, which includes to be responsible for developing the corporate plan and recommending it to Full Council for adoption.

5.3.2 There will be significant legal implications arising during the implementation of the activities to deliver the corporate plan which will be addressed as they arise.

5.4 Insight

5.4.1 The corporate plan will be informed by 'what works' and will be driven by the needs of our residents. Data insights will be used to support evidence-based decision making. Further, the development of the Insight and Intelligence Hub work programme has been aligned to the corporate plan.

5.5 Social Value

5.5.1 The corporate plan supports the aims of the social value policy and the social values outcomes we are seeking to achieve.

5.6 Risk Management

5.6.1 Risk management considerations will be an integrated part of the development of the corporate plan, and related delivery plans. The council has existing plans in place.

5.7 Equalities and Diversity

5.7.1 Equality and diversity issues are a mandatory consideration in the decision-making of the council.

5.7.2 Decision makers should have due regard to the public-sector equality duty in making their decisions. The equalities duties are continuing duties they are not duties to secure a particular outcome. The equalities impact will be revisited on each of the proposals as they are developed. Consideration of the duties should precede the decision. It is important that Council has regard to the statutory grounds in the light of all available material such as consultation responses. The statutory grounds of the public-sector equality duty are found at Section 149 of the Equality Act 2010 and are as follows:

5.7.3 A public authority must, in the exercise of its functions, have due regard to the need to:

- a) Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- b) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

5.7.4 Having due regard to the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it involves having

due regard, in particular, to the need to:

- d) Remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;
- e) Take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;
- f) Encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

5.7.5 The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.

5.7.6 Having due regard to the need to foster good relations between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to:

- g) Tackle prejudice, and
- h) Promote understanding

5.7.7 Compliance with the duties in this section may involve treating some persons more favourably than others; but that is not to be taken as permitting conduct that would otherwise be prohibited by or under this Act. The relevant protected characteristics are:

- Age
- Disability
- Gender reassignment
- Pregnancy and maternity
- Race,
- Religion or belief
- Sex
- Sexual orientation
- Marriage and Civil partnership

5.7.8 The public sector equality duty considerations are key for the development of our programme of activity as well as our Corporate Plan.

5.7.9 In the Corporate Plan, we give a very clear commitment to tackle inequalities and will embed equalities considerations into everything that the council does. We will also take protected characteristics, including seldom heard voices, into consideration in any engagement activity. In our development of the priorities, we will be carrying out

Equality Impact Assessments as applicable for each individual project area.

5.7.10 As a part of our Corporate Plan, we will also note our values as a council ('caring, learning, inclusive, collaborative'), out of which 'inclusive' is focused on EDI.

5.8 Corporate Parenting

5.8.1 In line with Children and Social Work Act 2017, the council has a duty to consider Corporate Parenting Principles in decision-making across the council. This duty has been considered in the development the priorities. This is especially relevant for our children and young people activity - striving for outstanding outcomes for our children and young people will benefit care leavers.

5.9 Consultation and Engagement

5.9.1 In producing the plan, we have undertaken 6 engagement workshops and the plan itself articulates a clear commitment that we will have active and continuous engagement with residents, children and young people and communities as we deliver the priorities and associated work programmes. Across services there are plenty of examples of how policy development and services already engage with residents and communities. The firm expectation with the plan (and the Community Participation Strategy) is that we do more of this.

5.10 Environmental Impact

5.10.1 The council has already committed to an ambitious target of becoming a Net Zero council by 2030 and for Barnet to achieve this before as a place as soon as possible after this (but no later than, 2042) and by creating a "caring for the planet" priority we are very deliberately positioning environmental impact and sustainability as a corporate priority. Impact of actions within the Corporate Plan will be assessed against our Sustainability Action Plan to ensure cohesion and alignment to our targets.

6. Background papers

6.1 Policy & Resources Committee 29 September 2022 - [Progress on the Implementation of Council's Priorities](#)

6.2 Policy & Resources Committee 13 December 2022 - [Progress on Development of the Council's Priorities](#)

This page is intentionally left blank

**Caring for people,
our places and
the planet: our plan
for Barnet 2023-2026**

Leader's Foreword

Barnet is a brilliant place to live; to grow up, study, work, start a business and raise a family.

And we have big ambitions for it to be even better, to really put Barnet on the map.

To achieve this, we need to respond positively and proactively to the challenges we face, the climate emergency, and cost-of-living crisis included.

We want to future-proof the Borough so everyone can live their best lives now and in generations to come.

We are aiming to reach BarNET ZERO as a council by 2030, and as a Borough by 2042.

This is as much about fighting inequalities, reducing poverty, rejecting hate and celebrating our diversity as it is about protecting the environment and our biodiversity.

It will save lives and livelihoods.

It embraces all: all people, no matter their background or circumstances; each place, whether a home, street, neighbourhood, green space, natural habitat, or bustling town centre; and it is our contribution to help protect our planet.

Our new vision is to put Caring for People, our Places and the Planet at the heart of everything we do.

It will bring people together, young and old, to find local solutions to local problems, to make Barnet safer and cleaner, more affordable, family friendly and able to withstand life's difficulties, to understand each other better and be a Borough of Fun!

We cannot do this alone. It's a journey we will be on together with residents, local businesses, as a council, a community and with our partners and voluntary sector.

It will mean transforming our services over time, giving more power and resources to local communities, supported by a strong public service ethos.

This is a big agenda. We will need to adapt and innovate to deliver the best services, to become more financially self-sufficient and keep costs down. It won't all be easy and there will be hard choices along the way.

But it will be exciting, and the prize will be a destination Borough with a real creative buzz that is socially, environmentally, and economically sustainable where no one is held back, and everyone feels they can achieve their aspirations.

Join us on the journey!

Cllr Barry Rawlings

Leader of the council

Chief Executive's Foreword

This is an exciting and ambitious plan for the future of Barnet.

The council is committed to improving the lives of people in Barnet. We have amazing and committed staff, who work tirelessly to care for people, our places and the planet. However, successfully delivering this plan will require us all to work more collaboratively within the organisation and with our partners and residents in the future.

At the heart of our approach is an imperative to genuinely work alongside residents in Barnet, listening and having an ongoing dialogue, not just consulting when we change something we do. We will transform our approach to community participation and engagement, empowering residents and community groups, and sharing the power we have as a Council for the benefit of local people.

We are also committed to working more effectively in local areas across Barnet. That means joining up our services in different areas of the borough rather than working in silos. It means being more responsive to local issues and concerns. At the centre of our approach is also working in partnership with other public sector organisations like health and the police, with businesses and with our fantastic voluntary and community sector in Barnet. The more we do in partnership the more we can achieve for residents.

As a Council we are committed to being an inclusive organisation, that everyone feels part of Team Barnet, and that in terms of gender, ethnicity, sexuality and disability we are representative of the borough we serve at all levels.

Alongside all of this we want to ensure that we support our staff to have the tools they need to work effectively for residents. We will do everything we can to be an employer of choice and attract and retain great people to work in our organisation and alongside our partners.

I am looking forward to working with everyone to deliver this exciting vision for the future of Barnet.

John Hooton

Chief Executive

Introduction

This corporate plan puts Caring for People, our Places and the Planet at the heart of everything we do – they are our pillars.

It recognises we can only achieve this vision delivering our foundation of becoming an engaged and effective council. Central to this is to become a listening council; one that encourages community participation and builds trusted, collaborative relationships with residents and stakeholders.

In the autumn of 2022, we engaged with residents, community groups, businesses and other partners to develop this shared vision for Barnet.

We will build on the borough's great strengths to forge a new future, recognising and tackling the many inequalities which impact our communities to create a shared prosperity for all.

The graph below demonstrates how our pillars and foundation work together:



About Barnet

This is a draft that illustrates our concept – we are creating a one pager for 28th Feb Council with infographics. This infographic will tell a story about Barnet through our data and narrative, as related to our plan:

Caring for our people

Barnet is the second largest borough in London, home to over 389,000 people. We are proud of our diverse communities and of being a place where people feel welcomed and celebrated.

- 88% of residents agree that their local area is a place where people from different backgrounds get on well together (RPS)
- We speak over 90 languages (source: Census 2021)
- We have seen an increase in the number of Barnet residents who were born in another country from 39% in 2011 to 44% in 2021 (source: Census 2021). Since 2011, there has been a 200% increase in the number of residents born in Romania now living in Barnet and a 55% increase of those born in Iran now residing in Barnet (source: Census 2021)
- 14.5% of Barnet's population self-identify as Jewish which is the largest in London (source: Census 2021)

We want to see a reduction in poverty and are fighting inequalities. While Barnet is considered an affluent there are pockets of persistent poverty – *map will illustrate*.

We are a Family Friendly Borough where 97% of schools are good or outstanding – we are aiming for that to be 100%. The numbers of children and young people in Barnet have increased by 38% over the past decade. A quarter of Barnet's population are now children and young people (aged 0-19 years old). (source: Census 2021). There has been a recent decline in birth rates, this will impact demand for early years services now and schools in future (source: Census 2021)

We are aiming to become London's Healthiest Borough. We want to decrease the gap between life expectancy & healthy life expectancy (18.4 years for females and 19.1 years for males; source: OHID Fingertips) years.

This is especially important as we are also becoming an older borough. One-in-ten residents are now aged over 75+ years and notably the numbers of people aged 70-74 years old increased by 40% between 2011 and 2021 (source: Census 2021)

Caring for our places

While Barnet is one of London's safest boroughs, with overall crime reducing since 2005, that is often not how people feel. In the Resident Perception Survey 2021, 45% of adult residents are concerned about crime, although this is down from 67% in 2020. Young people's concern with crime (41%) has also decreased but remains young people's biggest concern.

We are proud of our 30 flourishing town centres with different characteristics, full of food and retail stores that represent the many cultures. In the Borough we have 1,075 charities as well as 24,600 businesses – third highest in London.

We aim to work together with communities on regeneration & development that meets local needs. *Regeneration picture and statistic for Brent Cross to be inserted* – and that provides more homes – we are currently building *[statistic to be inserted]* new homes.

We are aiming to become a borough of fun - a vibrant and fun place to live, work and visit. Our 14 libraries and 5 leisure centres are key to this. We want our residents to think that the council is making the local area a better place live - 68% Autumn 2020 (RPS).

Caring for the planet

We have an abundance of green spaces - 28% of the borough is green with over 200 parks and greenspaces.

Our transition to a greener borough will...

- Provide cleaner air – the main source of air pollution in Barnet is road transport, which contributes 65% of Nitrogen Oxide emissions – a gas that can react with other gases in the atmosphere to form nitrogen dioxide (NO₂) which is harmful to health.
- Decrease carbon emissions – average baseline carbon emissions show that there are 1.76m tonnes of carbon emissions across Barnet, largely driven by energy use across our homes and buildings (58%), and across our transport network (34.76%).
- Provide cleaner energy – which is not just an environmental issue, it is an economical one. In some parts of Barnet residents are experiencing a 260% rise in their energy bills.

Engaged & Effective

We will become a listening council, changing our relationship with residents, building trust with our communities, and creating an on-going conversation.

- Where - residents feel informed about what the council does (RPS) 70% Autumn 2021 RPS
- We - act on concerns of local residents 57% Autumn 2021 RPS & involve them in decision making (RPS) 56% Autumn 2021 RPS.

Caring for people

We want everyone in Barnet to have a good quality of life; to be healthy and active, with access to excellent education, fulfilling employment, good housing, social connection and community. We will work with others to provide people with the right support when needed, to fight inequalities and reduce poverty.

Our mission

In caring for people, we will...

- *Fight inequalities and work to improve life chances for a good, healthy, happy and long life. Working in partnership, we will ensure no one is held back, that Barnet is the healthiest borough in London and our communities and residents can take advantage of every opportunity.*
- *Reduce poverty in our communities, boosting incomes and reducing costs. We will create an inclusive Barnet by promoting long-term economic growth that benefits everyone and where families and communities support each other.*
- *Be a Family Friendly borough where children and young people have the best start in life with the best education, the right support and safeguarding when they need it, and the right tools to live their lives successfully into adulthood. This especially applies to our children in care and care leavers, who we are 'corporate parents' for.*
- *Focus on all residents having the best opportunities to live well and feel part of the community. This will mean increasing the inclusion of older and disabled residents and celebrating their contributions. We will recognise people's goals and support them to build on their existing abilities and strengths. We will work with residents, communities and our partners to support residents to stay well and free from abuse.*

Our starting point is always our residents and how they will be affected. We will continue to work with our communities to tackle the issues that have the greatest impact on local people.

Social isolation, poor health, low paid and insecure jobs present real challenges for many in our community. At the time of writing, the cost-of-living crisis and rising prices affect us all and we know many residents are facing hard decisions about household spending.

We can learn from the COVID-19 pandemic, which exposed deep inequalities within pockets of our communities. In responding to this, we also saw what a more caring and collaborative future could look like. This builds on our deep tradition of helping others in the borough, with people volunteering for different causes and with engaged faith and religious groups. We want to continue to develop this, together with residents, partners and communities across the borough, to achieve our shared mission.

[Designed version will include infographic with achievements since May 2022.]

Tackling Inequalities

With people of many cultural backgrounds, faiths and life experiences living side by side, one of Barnet's biggest strengths is its richness of diversity. We will create a place where people feel they belong, are respected and accepted. Barnet will become a place where people have fun together, share their cultures and build an understanding amongst one another.

We will be a borough where inequalities are proactively tackled by actively listening to and considering different perspectives and needs in policymaking and service design. Not everyone's experience is the same. Recognising that it is easier for some to access services and to take advantage of opportunities, we know there is more we need to do to ensure that we care for people according to their individual needs and circumstances.

Inequalities often start early, impacting children and young people's health and happiness in childhood and their opportunities later in life. We have, for example, seen that Black and Black British pupils have a lower chance of gaining good qualifications at schools, compared to White pupils. As they grow up, this can have an impact on them having a fulfilling adulthood. We want to ensure that no one is held back. For example, in the Resident Perception Survey (2021) we have also seen that residents with a disability are more likely to have a poorer experience of living in the borough and a poorer view of our services, and that inequalities are often amplified by poverty and social isolation.

Those residents who grow up and live in the most deprived areas are more likely to live shorter lives than people living in more wealthy areas. Over recent years, the gap in health inequalities for males has been reducing but remained the same for females.

There is a need for structural change and new policies to address inequalities, not just one-off interventions. We recognise that this is a long-term challenge, requiring systematic, joint working as a partnership. There is much we can do locally, working with our residents to change how we deliver our services. As a council, we will also support communities to come together to address challenges. We continue to develop this work as we refresh the Equalities, Diversity & Inclusion Policy in 2023. We are engaging with residents and partners to build a dialogue for how we together address challenges. Together, we can amplify our voices, working in partnership to influence the regional and national agendas.

A key focus is on supporting communities to maintain happy and healthy lives for as long as possible. We want to make Barnet the healthiest borough in London, where everyone who lives, works or studies locally can achieve the best possible health. Key to this is to tackle health inequalities so that life expectancy, and the number of years people spend living in good health, is not varied between different areas. Working together with our partners, we have set out Barnet's Health and Wellbeing Strategy, which is committed to reducing health inequalities and the contributing factors to ill health – what we sometimes call “wider determinates of health”. This focuses on:

- Creating a healthy environment, such as through improving air quality and being an age and dementia friendly borough.
- Healthy communities, where people are able connect to each other and have healthy choices.
- Delivering local solutions for local neighbourhoods, based on residents' views
- Improving healthy behaviours, such as increasing physical activity, promoting healthy eating and reducing smoking.
- Preventing long-term conditions, such as cardiovascular disease prevention.
- Partnership with the North London NHS Integrated Care System to deliver Core 20 Plus 5 priorities. This is an NHS approach to reducing health inequalities with a

specific focus on the 20% most deprived in the population, and conditions such as mental health, childhood asthma, maternity care, diabetes and oral health.

We want to ensure residents are aware of and are able to access services and activities at the right time and in the way that is most suitable for them. The aim is to, where possible, enable support at an earlier stage by:

- Equipping our children and young people with the tools to take advantage of present and future opportunities, for example by ensuring they live in a safe environment and have an excellent education, providing early help where needed to their families.
- Raising awareness and increasing sign posting of services or community support for our residents.
- Working towards providing referrals/services that are holistic, e.g., considering mental health as well as employment and financial support.
- Ensuring that all residents, but especially those with more complex enquiries or support needs, are provided more proactive and personalised access to appropriate advice and support.
- Promoting digital inclusion to equip everyone with the skills, tools, and confidence to thrive in the digital era.

An important part of celebrating the diversity of the borough is to support those who have recently settled into Barnet. Our residents and communities are fantastically generous – offering their homes through the Homes for Ukraine scheme, and time through volunteering. We will continue to work with residents and partners to secure “Borough of Sanctuary” accreditation. This acknowledges the vibrant networks that provide support, dignity and welcome to refugees and people seeking sanctuary, enabling them to thrive and feel they belong in our community.

Want to find out more about equalities or get involved?

We want to involve a wide range of residents, communities and partners to help us develop and co-produce our strategies and activities to tackle inequalities. If you would like to get involved or find out more information, please see:

<https://engage.barnet.gov.uk/barnet-edi-policy-2023-2028>

Reducing Poverty

Many residents struggle to make ends meet and it is affecting more residents than ever before, with increasing numbers struggling to heat their homes and feed themselves and their children. For children and young people growing up in Barnet, ensuring families have enough money to live on is critical to improving their life chances. Children born in poverty are more likely to experience a wide range of physical and mental health problems. When incomes increase, these problems are reduced. Families are less likely to be stressed and depressed and are more likely to be able to afford healthy food and fun activities.

In response to the cost-of-living crisis we introduced immediate actions to support our residents. We have promoted our existing welfare and benefits services as well as introduced the Residents Support Fund, and will continue to utilise the Household Support Fund to provide financial support for Barnet residents who are struggling to afford household essentials such as paying for food, energy bills and other essential living costs.

We have created a network of community-led warm spaces, providing both a warm space for residents who have struggled to keep warm during the winter and welcoming space to encourage community interaction and reduce the impacts of loneliness. School holidays can be pressure points for some families due to increased costs and our BACE holiday programme for children and young people provides engaging and healthy activities such as sports and games, arts and crafts and the performing arts.

As a council we will enable people to help each other. Working in partnership with our voluntary, community, faith and social enterprise sector we are taking a community-led approach to setting out our next steps. Together, we want to continue to develop better ways of supporting our local economies. This includes taking into consideration wider networks of support to address social and health challenges that are either a driver or consequence of economic inequalities. We have, for example, introduced a Barnet Community Innovation Fund, to fund local voluntary and community projects that aim to improve health and wellbeing in the borough.

We will work with partners to identify and support people who find it the most difficult to find or return to employment. Our focus is on those who experience barriers due to inequalities, including people from marginalised and underprivileged communities and young people not in education, employment or training. We will work towards providing opportunities that allow residents to get out and stay out of poverty. Working with the employment and benefit advice service BOOST, we will set this out in an ambitious three-year plan from 2023 with a longer-term drive towards boosting employment in the borough. Linked to this, we will continue our commitment to applying the London Living Wage and encourage more businesses and partners to pay this too. We believe we all need a wage that meets our everyday needs.

The last few years have seen a change in how we work and live our lives. The transition to a more sustainable environment will require investment in infrastructure and new skills. We see this as an opportunity and will take advantage of this by focusing on growth sectors including the green economy, digital, creative industries, social care and the construction industry. To keep up with these growth sectors, we want to encourage lifelong learning, particularly developing the local 'green skills' required to support the delivery of our net zero commitments. We will support existing and new businesses in partnership with higher and further education institutions and continue working with our investment partners to attract new business and investment to the borough. Alongside this, we will engage with local employers and support them to find and recruit suitable employees that are residents of Barnet.

Leading by example, our aim is to encourage and enable community wealth-building opportunities. This means we will commit to, and encourage our partners to, invest in and buy goods and services with local businesses, including by strengthening our high streets and by promoting local shopping. This will result in a boost in local employment opportunities as well as utilising local buildings for the benefit our residents. Together, we can create a prosperous Barnet where our wealth is shared.

Family Friendly

We know families have a huge impact on people's lives, wellbeing and chances of success. We recognise families come in all shapes and sizes and are often blended and intergenerational. All families benefit from services and communities that support their needs and that enables them to celebrate and have fun together. From family friendly housing to neighbourhoods and public spaces that are open, clean and accessible by all. Together, we continue to make Barnet a Family Friendly borough.

Key to this is our focus on resilience. We want children, young people and families to have the ability to bounce back from stress and hardship; to take on new challenges, which lead to better outcomes.

Our aspiration for a Family Friendly borough is:

“Resilient children thriving in resilient families living in resilient communities”

Children and young people in Barnet deserve the best start in life and the right support, when they need it, to live their lives successfully into adulthood. We want Barnet to be the best place in London to raise a child and for all children to thrive and achieve their potential – socially, emotionally, and academically.

Our ambition is to create a family-friendly borough, where children and young people have fun, play and explore the world. A place where the voices, needs, priorities and rights of children are considered and taken seriously as an integral part of any decision-making.

We have excellent schools achieving some of the best results in the country and our aim is for every school in Barnet to be good or outstanding. We are working tirelessly to close the attainment gap between pupils. This means we fight inequalities, supporting children and young people from all backgrounds, but especially those that are from minority groups or that experience disadvantages such as growing up in poverty, to reach their educational and academic potential.

We are strengthening our commitment to work together to secure the delivery of efficient, high-quality and best-value services. We will achieve this by delivering services that are easy to access and to use. We aim to offer support that builds on families’ resilience, that empowers by focusing on life goals and builds on strengths, from skills to connections in the community.

We will also deliver high-quality targeted and specialist services for our most vulnerable children and young people, including those who are disabled, in need or in need of protection. We want our children in care and care experienced young adults, who we are supporting to aspire to be the best they can be, to live their lives successfully, in a home that meets their needs.

We are also focusing on the safety of our children and young people, working together with the police and other partners to ensure they are safe, at home and in their communities. We know some young people are more likely to be victims, as well as to be exploited or be drawn into crime. We are fighting these inequalities, working closely with the police and the justice system.

Our model of working builds resilience by delivering evidence-informed services that are:

- “All about me” – we focus on the child or young person, asking them about their identity, needs and wishes and building support around that
- Strengths-based – we focus on children and young people’s strengths and opportunities to build on, rather than issues or threats
- Trauma-informed – recognising the impact of past experiences and understanding the paths to recovery
- Co-produced together with children, young people and families – “My Say Matters”

We recognise we can only achieve this in dialogue with families and communities and have worked collaboratively to produce our new Children and Young People’s Plan. Together with our partners and communities we will focus on:

- Family & Belonging - supporting all our children including those in care and care experienced young people to live their lives successfully, to develop a sense of identity, improve wellbeing and to have fun and play
- Safe & Secure – ensuring the most vulnerable are protected, safe and supported to make the best choices and to build trusted relationships
- Health & Wellbeing – supporting our children and young people to adopt healthy lifestyles to prevent avoidable illness and improve their social, physical and mental wellbeing, including through integrated health and social care
- Education & Skills – supporting children and young people to reach their educational and academic potential, by closing attainment gaps and by being prepared for adult life.

‘My Say Matters’ – if you have something to say or want to share an idea, get involved!

‘My Say Matters’ is the name for our Child Participation and Family Involvement Strategy. The Strategy has been developed with children and young people. They told us how important it is that equalities, diversity and inclusion is at the heart of ‘My Say Matters’ and we totally agree. The strategy is for all children, young people and their families especially those from racially minoritised communities, migrant families, LGBT+, children with disabilities and any other marginalised groups whose voices may not be heard as often. We will make sure everyone is supported to share their voice and express themselves fully.

We have a range of established forums, including:

- Youth Board – gives advice to the council about plans and policies
- Youth Assembly – is linked to democratic process & gives young people a chance to share their views with local Councillors.
- Barnet on Point - #BOP – our Children in Care Council
- Barnet Inclusive Next Generation – BING – Barnet SEND Youth Voice Forum
- Y-QAG – Young Quality Assurance Group
- Young People and Mental Health – Barnet Integrated Clinical Services – BICS
- Parent Carer Forum and the Parent Champions – who are co-producing services for children and young people with Special Educational Needs and Disabilities.

If you would like to get involved or find out more information please see:

<https://www.barnet.gov.uk/mysaymatters> and/or email us: mysaymatters@barnet.gov.uk

Your say matters!

Living well

In Barnet, we want all residents to feel they can play a full part in their communities, to live well and to age well. Disabled people face additional barriers in our society, as can older people and those living with a long-term health condition. The council, partners and communities all have a role to play in eliminating barriers and supporting inclusion. Some people may need support from social care to live well. We focus on people’s goals, their existing abilities and strengths and the networks or communities they belong to. We can then identify any additional care or support they may need to stay well and live the lives they want to lead. Together, we will create a borough that promotes wellbeing and inclusion for all our residents, in particular for older or disabled residents. Here neighbourhoods and services are

designed to be accessible for all. Here we celebrate their contributions, break down isolation and amplify their voices.

There are many things that people, families and communities already do for themselves to live well. Being connected to wider community, whether through neighbours, friends, faith groups, activities or interests is key for many. One of Barnet's greatest strengths is our active voluntary and community sector, as well as family and informal carers from all walks of life, that help to foster valuable webs of connection and support for people. We will do everything we can to support them to thrive.

But we also know that at times, some people will need and want further support from the council and other services. We have a strong partnership working with the NHS, other public sector organisations and voluntary and community groups as part of the new Barnet Borough Partnership and North Central London Integrated Care System. Together with local partners such as Barnet Hospital, GPs and community service providers, we are joining up health, social care and other services, improving the access, experience and outcomes for residents in Barnet. Together, we care for people's physical and mental health.

Our Mental Health Charter aims to ensure Barnet residents are supported to have good mental health. It focuses on collectively challenging stigma, encouraging people to feel confident in having conversations about their mental health and wellbeing.

We want everyone in Barnet to have opportunities to live more active and healthier lives. The Fit and Active Barnet Partnership is a collaboration between the council, voluntary and community sector, leisure and sports organisations. The partnership has agreed a shared strategy to identify gaps in physical activity provision and address them. Together, we aim to increase and promote the value and benefit of physical activity for everyone, but particularly where physical activity levels are lowest, and inequalities exist. We want to ensure fair access to services, facilities and places that support active lifestyles, from sports to everyday activities such as walking or cycling.

We will continue to prioritise keeping adults at risk of abuse and neglect safe. We will support them to protect themselves, working with our partners and across the Barnet communities to ensure they have access to the right support in the way that works for them. We are co-designing our services with residents who need our support, as well as their family carers. We work with people to enable them to stay as in control of their lives and care as possible. In this, we encourage the human connection, people supporting people, but also the use of assistive technology where it benefits the individual.

All residents have the right to live free of domestic abuse and all forms of violence. Working with our partners in the Barnet Safer Communities Partnership, we will raise awareness and work to prevent violence and abuse in the home, places of learning and employment and in the community. The partnership has zero tolerance for abuse and violence, and perpetrators will be held to account. We will reach out to people who may face additional barriers when seeking help and aim to ensure everyone can get the help they need at the earliest opportunity.

Adult social care is one of Barnet's largest sectors, annually worth around £300m to the local economy and employing 10,000 people. We will carry on working closely with social care organisations such as care homes, home care agencies and supported living. We will continue to ensure care staff and providers are supported to continue to provide high quality care.

Large scale national changes are taking place for adult social care. We will prepare for and implement changes so that residents, care providers and staff are supported and gain the

benefits of these reforms and use these as a springboard for further improvement. The new Care Quality Commission assurance regime will help us identify where we are doing well and where we may need to focus our efforts.

We know that a big factor in keeping people well and healthy is living in a home that suits them. To that end we will work to increase the number of homes that meet the needs of disabled and older people, ensuring they are adapted and fit for purpose, and use assistive technology, where possible.

We are working across the council and with partners to understand more about the experience of disabled residents, hearing directly from people. We want to provide the right support and services, including creating more opportunities for disabled people to gain employment.

We aim to improve holistic support for people living with dementia and their loved ones. Together with key partners across Barnet, from leisure centres and libraries to the Royal Air Force Museum, we are continuing to develop as a dementia friendly borough. Our work is underpinned by a Dementia Strategy developed with the Barnet Borough Partnership. We are also committed to becoming an Age Friendly Borough.

Want to get involved?

In adult social care, we work closely with residents with lived experience to help shape and improve services. This is sometimes called co-production.

We link with partners in health and across the council to ensure the voice of older and disabled people, carers, people living with mental health challenges and others are heard.

Some of our opportunities to get involved include:

- Our People's Voice Community - a group of 250+ people with experience of health and social care
- Getting people involved in developing new services, strategies, and giving feedback on social care practice
- An Involvement Board made up of resident representatives, which oversees all our engagement work

Our Engagement and Co-production Strategy and Charter for Adult Social Care sets out our aspirations in more detail to increase people's involvement in shaping adult social care services for the better.

To find out more and join, please contact engage.adults@barnet.gov.uk

DESIGNED VERSION WILL CREATE THIS INTO AN INFOGRAPHIC. These are key outcomes – KPIs below these in outcomes framework – kept in some description of what those KPIs will be for now

We will know we have made a difference because...

Fighting inequalities	Reducing Poverty	Family Friendly	Living well
<ul style="list-style-type: none"> • There is equal opportunities for all, and equal access to quality services – based on need. Long-term, we aim to decrease structural drivers of inequalities (RPS, RRI indexes) • Residents’ live healthy, happy and long lives (inequalities in life expectancy and healthy life expectancy to reduce over the next ten years) • We have made Barnet the healthiest borough in London where everyone who lives, works or studies locally can achieve their full health and wellbeing potential. • Barnet being a truly inclusive employer (CMT commitments) 	<ul style="list-style-type: none"> • Reduced poverty in our communities • The council, contractors and local businesses and partners pay the living wage • Residents are engaged in employment (increased employment, especially for supported target groups) 	<ul style="list-style-type: none"> • There is excellent education for all (improved educational achievement/ attainment/ attendance) • Children have their best start in life and are ready for learning (first 1,000 days, early years) • Children and young people have good social, physical and mental wellbeing (RPS, CIC/care leavers survey) • Young people are engaged in learning and work post 16 (NEET) • Young people are safe and secure (placements; reduced violence/ exploitation) 	<ul style="list-style-type: none"> • More disabled people are employed by the council and partners • More older and disabled people, including with mental health needs and learning disabilities, can stay living in their own homes • Residents experience integrated health and care services, with positive outcomes and experiences • Residents can access and enjoy more opportunities for physically activity and lead more active lives • Residents have a positive experience of social care services • There is social inclusion & representative access of older residents and those with disabilities in council and other services

Caring for our places

We are an ambitious London suburb – a vibrant and fun place to live, work and visit. We will champion and develop our town centres and neighbourhoods, creating safe, clean and welcoming places with quality homes people can afford. As a borough of fun, we will be a *destination*, a place to visit, live and enjoy ourselves, where people connect to each other and feel a sense of belonging.

Our mission

In caring for our places, we will...

- *Champion and develop our town centres and neighbourhoods, creating places that are clean, safe and welcoming; where it is attractive for people to visit and spend time and where businesses have the best chance of success.*
- *Provide good quality homes in the right places that meet residents' diverse needs and are affordable. We will create better places that connect and support communities, with services our residents need and a local economy that is fit for all.*
- *Become a borough of fun; a place to enjoy ourselves, where there are plenty of opportunities for everyone to connect, have fun, experience arts, culture, events, sports and hobbies. We want everyone to feel they belong and that Barnet is their place, where we celebrate the people who live, work and study in Barnet and its many diverse communities.*

We think Barnet is a brilliant place to grow up, live and work. We know the majority of residents like living in Barnet, think it is family friendly and a place where communities get on well together. However, these strengths are not well-known outside the borough, where some perceive Barnet as just a suburb that is good to commute from.

We have many different towns, neighbourhoods and communities within Barnet and we will celebrate the richness of our diverse communities; the pride people have in their borough and in their local area and together transform what is already good about the borough to what is great. We will become a borough of fun – a destination to commute to.

It is essential our town centres, neighbourhoods and other public spaces feel safe and are designed with our residents in mind. Together with our communities, we will work to create places for people: where people want to be, where they want to enjoy themselves and are able to afford to live in the years to come. As such, our development and regeneration activities are focused on building communities, not just homes, and on building genuinely affordable homes. We also recognise that everyone deserves a place to live, and we will work with those at risk of homelessness to support them to remain in their own home, and ensuring the best help for those who do become homeless.

We have an ambition to become a borough of fun – a place where our residents want to stay and enjoy themselves; a place that is for 'living, not just existing'. In doing so, we will help communities and residents to connect to each other and to Barnet as a place, to build a sense of belonging. Together, we care for our places.

[Designed version will include infographic with achievements since May 2022]

Safe and Attractive Neighbourhoods and Town Centres

We aim to create fun places people want to live in and visit. For this, we need safe and clean neighbourhoods, with flourishing town centres where creativity is encouraged, and businesses thrive.

We recognise safety is crucial to our sense of connection and pride in our local spaces. Everyone should feel safe in their homes and communities. While Barnet is one of London's safest boroughs, with overall crime reducing since 2005, that is not often how people feel. In the Resident Perception Survey 2021, 45% of adult residents were concerned about crime, although this was down from 67% in 2020. Young people's concern with crime (41%) has also decreased but remains their biggest concern. The perceptions and experiences of Barnet residents around crime and anti-social behaviour means we do more to listen to their concerns and co-producing solutions.

Key to this approach is our aim to be open and accessible to all residents, addressing concerns locally. We are piloting community safety hubs across the borough, encouraging residents to report anti-social behaviour and community safety issues in person to council officers and partners. We are also significantly expanding and upgrading our CCTV capacity and have introduced ward walks. Operating in every ward, the walks bring together resident group representatives, Barnet councillors, the police and council officers. They walk around an area and review issues that require action, such as specific areas where criminal activity is being reported, or where residents have concerns about safety in relation to streetlighting or overgrown hedges.

Collaborating with the police and partners in the community, we want our neighbourhoods to discourage crime and to instil a feeling of safety. Through the Barnet Safer Communities Partnership, we will tackle the issues of greatest concern to residents, including:

- Tackling areas of crime, from burglaries and robberies to identity and hate crime.
- Addressing anti-social behaviour, fly-tipping and other environmental offences in the borough.
- Diverting people away from being drawn into anti-social behaviour and crime, including through safeguarding young people.
- Creating a network of safe spaces for women and girls.

As we progress with our plans, we will continue to regularly review and refresh them.

Not only are clean and well-maintained spaces likely to feel safer, but they are also likely to feel more welcoming, in turn encouraging people to spend more time in those places. This contributes to people's sense of place and that is why we will continue to focus on vibrant and clean spaces over the life of this plan. We have, for example, introduced a community skips service. Operating in neighbourhoods across the borough, the skips will make it easier for residents to dispose of bulky waste and will cut down on the amount of fly tipping.

Barnet's town centres are at the core of our places. We want to champion their diversity, creativity, histories and identities at the same time as making them feel safer for businesses, residents and visitors. As well as providing opportunities for shopping and services, they are important sites of employment, recreation, religion and cultural life. Town centres are home to many of the borough's almost 30,000 businesses, the vast majority of which are small,

family-run or independent. We are working to ensure all town centres and neighbourhoods become better connected places, including with state-of-the-art digital infrastructure.

We want our town centres to be for everyone. This means making them accessible for older and disabled residents, as well as providing more opportunities for children and young people to play and feel welcomed – from playful furniture to creating public art.

We encourage local people and businesses to lead this renewal by working with creatives and artists to make our town centres more interesting and attractive. We will also work closely with established and new town centre groups, by directly supporting local businesses and by empowering residents and community groups. We also partner with other public sector bodies and private developers to maximise an area's potential. We are developing a new Town Centres Framework that will set this out in more detail and bring everyone along on the journey.

We must also ensure that people can move safely around in the borough. Barnet's highways network is our largest and most visible community asset and is probably the most used of all our services. It is vital to the economic, social and environmental well-being of our community. In 2023/24 we will develop a new Highway Investment Strategy to improve the quality of our highways and footways and to support more sustainable forms of travel. This includes making repairs more reactive as well as improving communication and engagement with our residents on what is happening on our roads.

Want to develop your local area?

Please join us in leading the renewal of your local area, town centre or high street.

Many town centres have established "town team" groups and partnerships which bring together residents, businesses and other partners. Together, we enlist the support of designers, architects, engineers and others to develop our town centres.

You can find out more here: [Town Teams | Barnet Council](#)

Quality, Affordable Homes

Delivering the right homes to meet diverse needs now and for future generations, that people can afford and are in the right places, is a key priority and challenge for the council. We are focused on working with residents, local businesses and partners to make sure that growth benefits existing communities as well as future residents. Our aspiration is that people who have grown up in Barnet and want to stay here to make their own lives are able to do so, as well as welcoming new people to join our communities. We are building more homes that people can afford, including 1000 homes for rent at half market rates.

Barnet will respond to this need for new housing and infrastructure through our new Local Plan. This focuses development in existing growth areas such as Brent Cross and Colindale; in town centres and transport hubs such as Edgware and North Finchley; and along main roads where there is capacity for change. We already have new affordable housing being developed on the Fosters estate in Hendon, Little Strand in Colindale North, the Grange estate in East Finchley, Broadfields estate in Edgwarebury and Coppetts Road in Friern Barnet.

Building new homes is only one aspect of the challenge. We will work in partnership with local people to ensure that changes make better places, that integrate well with surrounding

areas, celebrate good design and are supported with the right infrastructure, such as access to jobs, green spaces, local businesses, community facilities and state-of-the-art digital infrastructure.

At Brent Cross Town we are working with our development partner, residents and community groups to enhance and improve the local area for new and existing residents and visitors. This will build on the good work already achieved in the area – including the opening of the Exploratory and Claremont Parks, improvements to Claremont Way shops, and the construction of the new Brent Cross West station, due to open in 2023. Further residential buildings and one student accommodation building are due to complete in 2024 and 2025. The first office building is also expected to complete in 2026 and works to improve Clitterhouse Playing Fields continue.

We must also work to improve the quality and energy efficiency of existing housing in the borough. We are investing in our own council housing, to improve fire safety and ensuring homes are healthy by tackling damp and mould, as well as renewing kitchens, bathrooms and windows. We are also seeking to lead the way in making our homes more energy efficient and fit for the future. We want to encourage others to do the same, including by requiring private sector landlords to demonstrate they meet minimum standards through our licensing schemes.

London's housing crisis is felt most keenly by those who have no home at all, and Barnet, like all councils, faces major challenges to reduce the harms associated with this. We will continue to invest in preventing and reducing homelessness and take steps to end rough sleeping. We will focus on working in partnership to better understand the root causes of homelessness, prevent recurring homelessness, give appropriate advice and support to those in need, and make sure there is sufficient supply of accommodation.

During 2023 we will adopt our new Local Plan and refresh our key housing-related strategies and policies. This includes updating our Housing Allocations Scheme to ensure those in greatest need are given priority in accessing affordable housing.

Borough of Fun

We are setting out our ambition to become a borough of fun – a place where there are opportunities to celebrate Barnet as a community and destination. Barnet will be a place to live and enjoy ourselves, where there are opportunities to participate in sport, play, leisure and arts and cultural activities, as well as build businesses and careers in hospitality and the creative sectors. We are passionate about the importance of community, and the need for 'fun', especially in times of hardship, to support our residents to improve quality of life. Culture, heritage, events and sport have long been recognised as being powerful forces in creating a sense of place and of belonging, as well as playing a vital role in developing skills, boosting wellbeing, productivity and innovation.

The Community Participation Strategy sets a bold ambition to become a 'listening council' and to celebrate our diverse communities and cultures. Aligned with this, when setting out our vision for borough of fun, we aim for this to be community-led and to create the things people really want and to include everyone. Our diverse communities and thriving voluntary, faith and community groups bring richness and depth to people's experience of living in the borough. We will do more to celebrate this, sharing the stories, recognising the contribution and value our diverse communities.

We are working on an exciting, ambitious and fun Culture Strategy that puts Barnet on the map and celebrates its creativity, heritage and community. We are proud to have a rich

network of artists and cultural organisations who have made the borough their home, along with a well-established cultural education partnership who are working strategically to ensure greater access to high quality arts and creative activities for children and young people in the borough. Building on this, our Culture Strategy will be co-created together with our networks and residents and will aim to boost this activity further. Together, we will set out a vision of what culture means for us and aim to bid to become the London Borough of Culture.

Our children and young people are active participants in our development into a borough of fun. We want them to have fun, play and explore the world. Our Play Strategy will build on this, from upgrading our playgrounds to introducing more performance spaces and opportunities for development of public art.

We will work with residents, charities, community groups and businesses to create, support and host events and activities to share their cultures, passions and skills. By developing and championing an ongoing, dynamic and inclusive community events programme, we hope to bring opportunities for everyone in the borough to have some fun together. This will also support belonging and tackle loneliness and isolation, particularly with the elderly and young people.

These events are supported by our local spaces, including a variety of community buildings. We will make appropriate spaces available to resident groups and set this out in a new Community Assets Strategy, to enable more community groups to easily access buildings and spaces that meet their needs.

Our approach will be supported by our public spaces, including our active and vibrant town centres, parks and libraries. We will support volunteer days, culture and music festivals, events and food markets. Barnet has one of the largest public library services in London, providing local cultural venues at the heart of our communities. Our libraries promote reading for pleasure, bring people together and provide space for residents to meet and participate in a range of activities from reading groups and rhyme-time sessions to art, craft and music workshops. Together with residents we will continue to develop activities such as the Creative Communities programme in Colindale and to deliver renovated or new libraries in Burnt Oak and Hendon.

We want to embrace the power and fun of sport, physical activity and recreation. Our Fit & Active Barnet Framework highlights how we will continue to work with partner organisations to enable residents of all ages and abilities to get involved. Together, we are creating and providing new and enhanced opportunities for all residents to have an opportunity to get involved in the many great sports and physical activities across the borough. This also includes investing in our sports facilities and places, with proposals for West Hendon Playing Fields, Copthall Playing Fields and Barnet Playing Fields. We recognise that physical activity is vital not only for our physical health, but also for our general sense of wellbeing and community.

Together, we will honour the uniqueness of Barnet, celebrating the community and the people who live here.

Want to contribute to making Barnet ‘fun’?

Our Culture Strategy, action plans and activities will be co-produced with the community to ensure it reflects what our residents, artists and young people want to see in the borough. Together, we will start our journey towards bidding to be London Borough of Culture in 2026. It will create many opportunities for residents to experience, make and share culture and creativity. You can find out more about it here: <https://engage.barnet.gov.uk/culture-strategy>

Our community events programme is designed to support community groups to put on events that celebrate culture, community and diversity. If you have a proposal for an event and would like to apply for funding and support, please email community@barnet.gov.uk

DESIGNED VERSION WILL CREATE THIS INTO AN INFOGRAPHIC. These are key outcomes – KPIs below these in outcomes framework – kept in some description of what those KPIs will be for now

We will know we have made a difference because...

Safe, attractive neighbourhoods	Quality, affordable homes	Borough of Fun
<ul style="list-style-type: none"> • Town centres have good business health and vitality (e.g. reduced vacancy rates, increased footfall and dwell time) • There is consistent, high standards of cleanliness and care across all parts of the borough (e.g. reduced fly tipping/ Keep Britain Tidy & RPS) • Residents feel safe (perception; reduced crime/ASB; youth offending/re-offending) • In the long term, we have eradicated domestic abuse and violence against women and girls. 	<ul style="list-style-type: none"> • Residents experience regeneration that benefits local communities and improves well-being (flourishing index + RPS) • There is increased supply of new homes in the borough as well as increased supply of social rented homes in the borough • All council homes are safe, warm & sustainable (TBG survey) • Private sector licensing schemes are effective and improve quality in the private rented sector • Nobody is sleeping rough. 	<ul style="list-style-type: none"> • Residents pull together to improve local areas (RPS) • Residents think the council is making the local area a better place live (RPS) • We achieve London borough of culture status – with residents experiencing a fun borough (feedback & increased engagement in local community activities, events and so on) • We see an increased quality and investment in sports facilities, libraries and other public spaces.

Caring for the planet

We will work together with local people, communities and businesses across the borough to become net zero carbon in Barnet by 2042, and for the council by 2030.

Our mission

In caring about our planet we will...

- *Put sustainability at the heart of everything we do - becoming a net zero council by 2030. We will work with local people, communities and businesses across the borough to make Barnet net zero by 2042. We will work to create a place fit for the future, where everyone benefits from improved green infrastructure, green employment and business opportunities.*
- *Improve the quality of our local environment, so that residents benefit from clean air and waterways and reduced flooding.*
- *Enhance our green and open spaces so they are attractive places with excellent biodiversity and tree cover. We aim to create places that encourage communities to come together, have fun and improve their health and wellbeing, while helping us to manage the effects of a changing climate.*

In May 2022, we declared a climate and biodiversity emergency. We now need to go further and faster than ever before to tackle climate change and the impact on the planet and biodiversity loss, as well as on our local environment and our lives. Extreme weather events such as flash flooding or heat waves are directly attributable to climate change and have significant impacts on our lives.

We will work to future proof our borough, safeguard our environment, enriching our green spaces and biodiversity, ensuring our actions do not negatively impact on future generations to come.

We will put sustainability at the heart of what we do and empower local communities to do the same, taking action to tackle the most pressing environmental challenges affecting our borough. In doing so, we will tackle the unequal impact of climate change; we know that some residents are more likely to be affected by air pollution and that others will not have the same resources to make sustainable choices.

We can only be effective in tackling climate change if we take action together so this is as much about what the council can do directly as about how we can encourage, support and enable our residents and communities to take action. In doing so, we will leverage opportunities to make Barnet an attractive place for sustainable business and investments; upskilling our communities to take advantage of new green job opportunities and green technology.

[Designed version will include infographic with achievements since May 2022]

Journey to Net Zero

The council has committed to an ambitious target of becoming a Net Zero council by 2030 and for Barnet to achieve this as a place as soon as possible after this, but no later than 2042. We want to be a vocal climate leader, one that takes action and cares for the planet, and our corner of it, for future generations.

We are setting out plans together with residents, communities and businesses across the borough to deliver on these targets. Together, we are creating cross-cutting action plans that make it easier for all of us to make sustainable choices, now and in the future. As our future generation, children and young people are key partners and voices in this, including through championing sustainability in school. We want to create a place fit for the future, where everyone benefits from improved green infrastructure, green employment and business opportunities. We are committed to putting sustainability at the heart of everything we do:

<ul style="list-style-type: none"> • Housing and Buildings - Barnet will lead by example, ensuring all new and existing housing stock is brought up to the highest green, environmental and energy efficient standards. 	<ul style="list-style-type: none"> • Business and Skills - Barnet will collaborate, create and leverage opportunities to make the borough an attractive place for sustainable businesses and investments; upskilling our communities to take advantage of new green job opportunities and green technology.
<ul style="list-style-type: none"> • Transport - Barnet will promote active travel by creating a safe and friendly environment for walking, wheeling and cycling. We recognise this is not possible for all and will encourage greener travel choices, making public transport as accessible as possible, and providing electric charging points. 	<ul style="list-style-type: none"> • Natural Environment and Biodiversity - Barnet will seek to enrich and protect its natural environment, enhancing our green spaces across the borough. We will ensure residents have access to green spaces and balance the needs of residents and biodiversity.
<ul style="list-style-type: none"> • Renewable Energy - Barnet will remove the use of fossil fuels where possible. We will make energy use across the borough more sustainable and affordable for residents and businesses and tackle fuel poverty. 	<ul style="list-style-type: none"> • Investments – Barnet will review investments, such as pensions, to understand more about their impact on sustainability.
<ul style="list-style-type: none"> • Waste - Barnet will seek to minimise the production of waste across the borough. We will enable all residents to have access to sustainable waste disposal choices, while educating businesses and individuals about best practice. 	<ul style="list-style-type: none"> • Supply Chain - Barnet will work with suppliers to improve sustainability within the supply chain. We will also integrate sustainability in our decision-making when deciding which provider or supplier to go with.

Join us on our journey to becoming Net Zero

We can all do our bit to look after the planet, and with your help, Barnet will become a net zero carbon borough by 2042.

Ways to get involved in our plans and monitor progress are made available through the Sustainability Hub: <https://engage.barnet.gov.uk/net-zero>

Past opportunities have for example included our Citizens Assembly and a Youth Assembly for Biodiversity and Climate Change, which were held in early 2023. Please sign up to our e-bulletin for the most up-to-date information.

Enhancing the Local Environment

Caring about the planet means caring about Barnet's local environment and safeguarding what people already like and value through living, working and visiting the borough. Through this, we will keep people healthy, safe and able to move freely around the borough.

London has the worst quality air in the United Kingdom, increasingly affecting people's health. We are determined to ensure everyone can live in a healthy, clean and attractive environment and improving the quality of air we breathe is key to achieving this. We are working to improve public transport and promote walking, cycling and other means of active travel instead of people making car journeys for short trips. We are also planting trees and greening our high streets, not only improving their look and feel but also helping to reduce air pollution and address climate change.

Climate change will result in more frequent and extreme storm events and consequently increase the risk of serious flooding. Across the borough we are already experiencing flooding incidents, where record-breaking rainfall has meant large parts of the borough were flooded, leading to streets and railways being left under water. As part of the Silk Stream Flood Resilience Innovation project, we are engaging with communities and delivering a range of flood risk improvements, such as enhanced drainage and improved waterways.

We also want to do more to shift to a circular economy, where people reuse, recycle and repair as many things as possible as.

Enhancing Green Spaces

Our green spaces are an important part of what makes the borough a great place to live, grow-up in and to visit – a place to play and have fun. People can enjoy access to parks, wild landscapes, extensive areas of green belt and leafy river valleys. All across Barnet, there are also small green spaces, from trees and flower beds to front gardens, that enhance our everyday life. These areas form part of a vital biodiversity network, providing a habitat for wildlife and bringing the 'countryside' into the heart of the city.

We are committed to working with residents and our community environmental groups to improve our green spaces through the delivery of an ambitious tree planting programme, a new Parks and Open Spaces Strategy and a Nature Recovery Strategy. We will develop the habitat and biodiversity potential of green spaces across the borough. We will ensure our parks and open spaces remain welcoming, well used, safe and looked-after. We want to embrace their potential to support well-being, to provide spaces for learning and for communities to come together, making them inclusive and accessible for everyone.

DESIGNED VERSION WILL CREATE THIS INTO AN INFOGRAPHIC. These are key outcomes – KPIs below these in outcomes framework – kept in some description of what those KPIs will be for now

We will know we have made a difference because...

Journey to net zero	Enhancing the local environment	Enhancing green spaces
<ul style="list-style-type: none"> • Barnet council is net zero by 2030 • Barnet Borough becomes net zero by 2042, with a reduction in carbon emissions in the short term • Residents and businesses benefit from green opportunities, skills & employment • There is an increase in greener travel (electric charging points; active travel). 	<ul style="list-style-type: none"> • Neighbourhoods are clean and green (RPS, decrease in pollution). 	<ul style="list-style-type: none"> • There is improved quality and provision of parks and open spaces, playing fields, woodlands and small green spaces. • Barnet is an increasingly biodiverse borough, with diverse fauna & species • The council plants 1000 trees a year and there are more trees in areas with lower canopy cover.

DRAFT

Being an Engaged and Effective Council

We will become a 'listening council' that collaborates, listens and builds a dialogue with residents and communities, together working for a better Barnet. In doing so, we will transform how we work as a council, into one that residents find easy to access and where we act on their concerns and involve them in decision-making. Supporting this ambition, we want to become an employer of choice.

Our mission

In being an effective and engaged council, we will...

- *Put residents at the heart of what we do. Collaborate, listen and build a dialogue with our residents and communities, working together to co-produce our strategies and services as well as ensuring that decision-making is open, transparent and accountable.*
- *Be community-led, empower our communities and work together to address local issues, in a neighbourhood-based approach.*
- *Transform our services to deliver the best outcomes we can, ensuring our services are easily accessible to residents and that their experience of contacting and engaging with the council is consistent, seamless and focussed on their needs.*
- *Become a great place to work and an employer of choice, where staff feel valued, and where our values (Caring, Learning, Inclusive, Collaborative) are at the heart of everything we do.*
- *Delivering our vision through – and together with – our partnerships. Together amplifying our voices to deliver for residents.*
- *Make the best possible use of our financial resources, now and in the future, so that we are able to continue to deliver on what matters to Barnet residents.*

Barnet is committed to being a 'listening council' that places community participation and engagement at the heart of everything we do. We are a council that cares about residents, and we want to enjoy a trusted and collaborative relationship with our communities. We will be open to scrutiny and transparent about the hard choices we sometimes have to make. All this means we need a step change in our approach. As a council, we want to transform our service delivery, becoming a council that is easy to reach and that delivers the best outcomes we can for our residents.

In delivering this plan, we need collective action from across our communities and our partnerships. We aim to further develop as an organisation that builds relationships, linking people and communities; where we can experiment and learn together, sharing lessons on what works and what does not. Together we can do more for people, our places and the planet.

At the core of this is our staff. Barnet will become a sector-leading employer and an employer of choice; an organisation people are proud to work for because they can see the difference their work makes to our residents and the borough.

We want to attract the best people into the council and the local area for the benefit of residents. In doing so, we are committed to a workforce and particularly a management team that is representative of the borough we serve.

[Designed version will include infographic with achievements since May 2022]

Community Participation

We know residents of all ages and backgrounds and community groups have the experience, skills and insight to improve their lives and environments. Good community participation works by the council ensuring we unlock the assets and power that rest within communities to achieve all the ambitions set out in this plan. Designing solutions for problems that communities face in partnership with those communities means we will get better solutions.

Good community participation will enable the council to continue to better tackle the inequalities residents face. This will help us achieve better outcomes for children and young people, help support people who are vulnerable or isolated and will help grow a sustainable and inclusive economy by supporting people into jobs and providing better advice on things like debt.

This belief forms the foundation of our Community Participation Strategy, in which we set out our commitments for what good community participation looks like:

- **We go where people are**
 - We engage residents in the places they feel safe, comfortable and familiar
 - We keep it local and work at neighbourhood level
- **We learn through doing**
 - We test our approaches through pilot projects
 - We adapt and change as we learn
- **We listen**
 - We seek the views of all our communities; particularly young people, minoritised groups and those less often heard
 - We hear, respond and discuss sensitively
- **We are transparent, accessible and open**
 - We encourage participation in our policymaking and democracy
 - We are honest about our decisions
- **We value community power**
 - We will empower our communities and enable them to lead
 - We celebrate our diverse communities and their culture unities who are less often heard. We will ensure that all Barnet's communities feel celebrated, listened to, and included.

These principles will form part of our DNA and be hard wired into everything we do. These approaches have already been set out in My Say Matters - our child participation and family involvement strategy – and the Adults Engagement and Co-production Strategy – where we have worked with residents, including those that use our services, or are parents or carers of those that do. By using residents and children and young people to inform decisions about service design, we are delivering better services and outcomes for people. Children and young people are also directly involved in our local democracy, including through our Youth Assembly, which regularly shares its views with local councillors.

We want to see this approach consistently used across the council. And to demonstrate our commitment to “learn through doing” we will deliver a range of “pathfinder” projects testing

different aspects and approaches to engagement and co-production. One example is our Leaders Listens events. In these events, the leader of the council will continue to meet with community groups to hear their opinions and questions of the council, especially groups whose voices may not have been heard in the past.

These principles go to the heart of our decision making. We want to engage local groups and residents through the council's decision-making meetings. Our move from a Committee system to an Executive system (from May 2023) will support more efficient decision-making and improved accountability with Cabinet Members being responsible for specific portfolios. Also, as part of our commitment to increase transparency, we are webcasting committee meetings and will enable remote access for meeting participants, including residents.

We will openly communicate and share information. This can be through our 'formal' channels, such as our website, Barnet First magazine and e-newsletter or through our social media channels. Or it can simply be a leaflet in the local library or GP's surgery about how to find advice. More informally still, it can be through our conversations with residents and communities on our streets - our aim is to make every contact count.

We make published data and other information of interest easy to access through our Open Barnet data portal (<https://open.barnet.gov.uk/>). We continue to lead the way in transparency, striving to go above and beyond statutory requirements.

Want to participate?

Engage Barnet will help you find and participate in discussions and consultations that interest you in Barnet. Have your say and take the opportunity to feedback, share your ideas, and influence decisions that matter to you. You can find out how we are using your feedback and ideas to help inform decisions.

We will also keep you updated on community news, events and how to get involved in your local community.

Please see: <https://engage.barnet.gov.uk/>

You can also sign up to our weekly digital newsletter at:
<https://www.barnet.gov.uk/news/sign-our-eneewsletter>

Neighbourhood Working

One area where we will test these community participation principles and transform how we deliver is through neighbourhood working. For example, where we tailor our approach to the unique needs and assets - from buildings to people's skills - in a given location or within a specific community.

When developing neighbourhood working, we will also consider how we can better join-up, coordinate and manage street and neighbourhood-based services. Our staff are the first point of contact for residents, and we want to empower them to be ambassadors for the council.

There are some areas of service delivery where we already do this. In Family Services' 0-19 Hubs, several services are located in a single, accessible venue while at BOOST,

employment and benefit advice, skills and well-being support is run from a number of libraries across Barnet.

The community safety hubs and neighbourhood models of care are also recent examples of where we have taken a more neighbourhood-based approach to delivery. We are working proactively with partners such as the NHS and our thriving voluntary and community sector to develop and jointly deliver neighbourhood-based approaches. Informed by residents' views, we are currently delivering a localised, neighbourhood model in Grahame Park.

But there is more we can do. Our aspiration is to build on joint working already in place, creating 'community hubs' that integrate teams across Council, health, police, voluntary sector and other partners in neighbourhoods across Barnet. We want to actively share the problem and develop the solutions together. This may look different in different parts of the borough, but in each area we will link services together to ensure they can deliver for and engage with residents as effectively as possible. Together, we want to create an enabling environment where people and projects are encouraged and supported by the council.

Improving Access to our Services

We want to provide excellent resident experiences in all that we do, removing barriers and improving access for all. We want to come together as a council, share the problem, imagine and innovate, together setting out what a more accessible council looks like.

Key to this is to transform residents' contacts with the council, providing more and better, seamless options for accessing services on-line, by telephone as well as in person, including through community hubs. This series of improvements will be joining up this 'front door' for residents and re-designing it to ensure those with more complex or multiple needs are offered a more proactive and personalised service.

Equality is at the foundation of everything we do. In redesigning our services, we will ensure every resident can access the support, information and services they need in a way that suits them and recognises individual needs. As we strive to do this, we will support those residents that want to and can, to benefit from digital technology, investing in tools and improving digital literacy.

A Great Place to Work

We want Barnet to be an employer of choice; a council that attracts the best staff and that our people feel proud to work for because we are a sector-leading employer and also because they can see the difference their work makes to our residents and the borough.

In being a great place to work, we need to get the essentials right by equipping all our staff with the right tools to effectively do their jobs, from smooth running of IT and mobile connectivity to well-functioning, modern offices. We will be a flexible employer, recognising how important it is for our staff to maintain a good work-life balance and to support them in looking after their physical well-being and mental health.

Our values – Caring, Learning to Improve, Inclusive and Collaborative - describe our culture and we are working hard to ensure these values run through everything we do.

We have an active organisational development programme that is helping us to build a workforce that is fully engaged and has the capability to deliver the priorities set out in this plan. We know that to deliver for our residents, we need to have staff who are passionate about Barnet and who are representative of the communities we serve. We also need to

have leaders and managers that demonstrate integrity, adaptability and a genuine commitment to developing their staff.

We have placed Equalities, Diversity and Inclusion (EDI) front and centre of our approach to developing our workforce. We have established active and empowered staff networks, which work closely with the council's leadership to shape the way we do things, including our approaches to recruitment, learning and working culture. We value the lived experience of our staff from all backgrounds, and we genuinely want all of our staff to feel they can bring their whole selves to work, and to work in an environment that is safe, supportive and respectful. Together with our active staff networks, we have created an action plan for change with six priority targets:

- 1 We have an inclusive culture, based on an empathic understanding of people's life situations and lived experiences
- 2 Our workforce is representative of the communities we serve, at all levels
- 3 Our working environment is safe and supportive, free from discrimination, bullying, harassment and micro-aggressions, where all staff can bring their whole selves to work
- 4 All staff are given the opportunity to grow and develop
- 5 Barriers to equality are better understood and eliminated
- 6 Equalities, diversity and inclusion are promoted at all levels of the council, internally and externally.

We want all of our staff to feel part of "Team Barnet", and for this to be more than just a strapline: it encompasses the collaborative, supportive and ambitious approach that is needed to deliver the best for our borough.

Working in Partnership

In delivering this plan, we need collective action from across our community. Every day our schools, businesses, green spaces, and local services are all enhanced by the contribution made by people getting involved in their communities. We are lucky to have involved residents and a strong voluntary, community and faith sector. We want to further strengthen our relationships and ways of working to be able to do more together.

As we continue to develop our agenda, we aim to further develop as an organisation that builds relationships, empowers our partnerships and acts as an enabler of discussion and change. Our partners in other public services like police, fire, health and education, as well as businesses, colleges and further education institutes all have a vital role to play in this.

We know we are likely to have limited budgets, resources and time to deliver what we want. But we also know that when we work together with others, we can do more with less. Together we can amplify our voices and resources, delivering better outcomes for our residents.

Financially Responsible

The COVID-19 pandemic placed huge pressures on council services, and we are still dealing with that legacy. Post pandemic, we continue to see increasing demand for services, especially for those that support the most vulnerable, such as special education needs budgets, children's social care, homelessness and adult social care. This, combined with high inflation and energy and fuel prices, means that pressure on the council's budget is likely to continue to increase.

This is not a new challenge for the council, which we will manage through prudent financial planning and delivery of the Medium-Term Financial Strategy. However, as funding declines,

choices about spending and prioritisation become harder. This means we have to be sure we are investing and using our resources in the best, most effective way and a core part of that is considering how we deliver our services. This is not only about efficiency. We firmly believe we can achieve more and better outcomes for residents by considering the challenges and issues around service delivery in a holistic, joined up way.

This is not only about what we can do as a council. We know that by working more closely with others, from communities to partners, local businesses and neighbouring authorities, we can share skills, knowledge and resources. Together, we can make more efficient use of our money, and deliver for our residents.

DESIGNED VERSION WILL CREATE THIS INTO AN INFOGRAPHIC. These are key outcomes – KPIs below these in outcomes framework – kept in some description of what those KPIs will be for now

We will know we have made a difference because...

Community Participation	Neighbourhood working	Improving access to services
<ul style="list-style-type: none"> Residents feel informed about what the council does (RPS) We act on concerns of local residents & involve them in decision making. (RPS) 	<ul style="list-style-type: none"> Residents and community groups tell us they are being listened to and encouraged to participate in shaping their communities. 	<ul style="list-style-type: none"> Residents find it is easy to access council services. (RPS)
A great place to work	Working in partnership	Financially responsible
<ul style="list-style-type: none"> Staff feel valued (staff survey My Experience Matters) Staff tell us they feel proud to be part of Team Barnet (My Experience Matters) Recruitment is inclusive. 	<ul style="list-style-type: none"> Partners tell us they feel like valued equals in their relationship with the council The voluntary and community sector is flourishing and is seen as a beacon for London/the UK (Barnet Together reporting). 	<ul style="list-style-type: none"> We are able to balance our budget without cutting services. (MTFS)

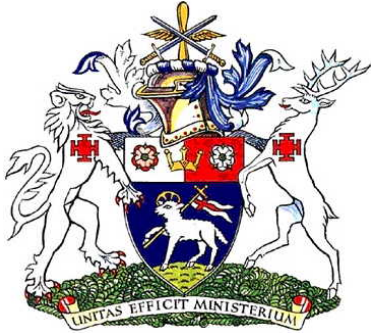
How we will know we have succeeded

Many of the themes set out in this corporate plan are supported by existing or emerging strategies, most of which have associated delivery plans. To achieve this plan, we have also established a transformation programme. This represents the continuation of this plan, by articulating the “how” many of the aspirations set out here will be delivered and ensuring that our strategies are turned into actions.

We will be evaluating our progress along the way. This plan highlights our high-level outcomes under the “We will know we have made a difference because...” headings but this will be supported by an outcomes framework, with measures of success, such as key performance statistics and results from resident surveys. The purpose of the outcomes framework is to answer the “so what?” question. This provides a means of tracking the delivery of defined activities and objectives that will have a positive impact on outcomes for residents.

By working together as a council and as a borough, we can be the difference. We will care for people, our places and the planet.

DRAFT



Council

28 February 2023

Title	Results of the Golders Green Ward By Election on 16 February 2023
Report of	Chief Executive and Returning Officer
Wards	All
Status	Public
Urgent	No
Key	No
Enclosures	Appendix 1 - Results of Golders Green By Election - 16 February 2023
Officer Contact Details	Emily Bowler - Assistant Director Assurance Emily.bowler@barnet.gov.uk / 020 8359 4463

Summary

On 16 February 2023 a By Election was held for one vacancy in the Golders Green ward. there were by-elections in the Edgware and East Barnet wards. The successful candidate was Peter Zinkin for the Conservative Party.

This report sets out details and number of votes recorded for each candidate and the names of the persons elected as Councillor at the By Election.

Officers Recommendation

That Council note the councillor elected at the Golders Green By Election held on Thursday 16 February as set out in Appendix 1.

1. WHY THIS REPORT IS NEEDED

- 1.1 The Returning Officer for the Authority reports the name of the person who has been elected to the London Borough of Barnet at the By Election for the Golders Green ward held on 16 February 2023.

2. REASONS FOR RECOMMENDATIONS

- 2.1 Following the Golders Green By Election on 16 February 2023 the Returning Officer reports the final results to Council.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 None in the context of this report.

4. POST DECISION IMPLEMENTATION

- 4.1 None in the context of this report.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

- 5.1.1 None in the context of this report.

5.2 Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)

- 5.2.1 None in the context of this report.

5.3 Legal and Constitutional References

- 5.3.1 None in the context of this report.

5.4 Insight

- 5.4.1 None in the context of this report.

5.5 Social Value

- 5.5.1 None in the context of this report.

5.6 Risk Management

- 5.6.1 None in the context of this report.

5.7 Equalities and Diversity

- 5.6.1 None in the context of this report.

5.8 Corporate Parenting

5.7.1 None in the context of this report.

5.9 **Consultation and Engagement**

5.9.1 These results were publicised with immediate effect on the Council's Twitter feed and subsequently published on 17 February on the Council's website at:
<https://www.barnet.gov.uk/elections-and-voting/elections/election-golders-green-ward>

6. **BACKGROUND PAPERS**

6.1 None.

This page is intentionally left blank

Appendix 1 –

London Borough of Barnet

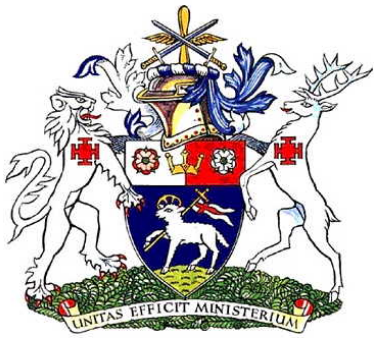
Results of Golders Green Ward - By-Elections: 16 February 2023

Names	Party	Number of votes records
BAILEY, Gabrielle Louise	The Green Party	94
DONNELLY, Brendan Patrick	Rejoin EU London	99
GOLDMAN, James Simon Marc	Liberal Democrats	65
WALLER, Sue	Labour and Co-operative Party	547
ZINKIN, Peter John Louis	Conservative Party Candidate	1,623 – ELECTED

Eligible Electorate	Verified Total	Turnout
8,957	2,428	27.2%

John Hooton, Returning Officer

This page is intentionally left blank



Council AGENDA ITEM 12.2

28 February 2023

Title	Constitution Review
Report of	Monitoring Officer
Wards	All
Status	Public
Urgent	No
Key	Yes
Enclosures	<p>Appendix A – Financial Regulations</p> <p>Appendix B – Contract Procedure Rules</p> <p>Appendix C – Procedure for Dealing with Complaints Against Members</p> <p>Appendix D – Officer Code of Conduct</p> <p>Appendix E – Terms of Reference of Cabinet</p> <p>Appendix F – Terms of Reference of Council</p> <p>Appendix G – Terms of Reference of Committees</p> <p>Appendix H – Article 7 Officers</p> <p>Appendix I – Delegations to Officers</p> <p>Appendix J – Budget and Policy Framework</p> <p>Appendix K – Council Procedure Rules (to follow)</p> <p>Appendix L – Committee Procedure Rules</p> <p>Appendix M – Executive Procedure Rules (to follow)</p> <p>Appendix N – Consultation Findings Report</p> <p>Appendix O – Equality Impact Assessment</p>
Officer Contact Details	<p>Jessica Farmer Monitoring Officer, 020 8424 1889 Jessica.farmer@harrow.gov.uk</p> <p>Andrew Charlwood, Head of Governance, 020 8359 2014 andrew.charlwood@barnet.gov.uk</p>

Summary

The Council's Constitution is the framework for the Council's operations and decision-making and ensures the Council operates in a way which is efficient, transparent, ethical and accountable to local people. It is a reference point for Members, officers and the public.

The Secretary of State has given directions pursuant to S.9P of the Local Government Act 2000 via the Local Government Act 2000 (Constitutions) (England) Direction 2000. The information that is required in the Constitution includes the membership, terms of reference and functions of the authority's committees or sub-committees and any rules governing the conduct and proceedings of meetings of those committees or sub-committees.

In July 2022, the Council passed a resolution which requested that officers review the Council's governance arrangements to move to an Executive system. To give effect to the change the Council's Constitution requires re-writing. It needs to be made up-to-date and legally compliant, reflective of the Council's values and ambitions and consistent with the need for clear, efficient and timely decision-making.

The Constitution sets out a duty for the Monitoring Officer to review the Constitution and make recommendations and changes which need to be approved by full Council.

Due to the size of the Constitution, the time required to review it and the date for the new constitution to come into effect being May 2023, the Monitoring Officer considers that it would be best dealt with in stages. Once the final report is approved, the new Constitution will come into effect at Annual Council in May 2023.

In order to review the Constitution, an informal Cross-Party Member Constitution Working Group was established and consultation with some other Members has also taken place.

Relevant sections have and will be considered by necessary stakeholders including Council Management Team and a Constitution Review Cross-Party Working Group working group, where appropriate.

The Licensing Code has been considered by the Licensing Committee.

Council has agreed the following sections in January 2023:

- Article 1 (The Constitution)
- Article 2 (Members and the Council)
- Article 3 (The Full Council)
- Article 4 (The Mayor)
- Article 5 (Decision-making)
- Article 6 (The Executive)
- Access to Information Rules
- Members Licensing Code

Council is asked to consider the following sections of the Constitution in this report:

- Appendix A – Financial Regulations

- Appendix B – Contract Procedure Rules
- Appendix C – Procedure for dealing with complaints against members
- Appendix D – Officer Code of Conduct
- Appendix E – Terms of Reference of Cabinet
- Appendix F – Terms of Reference of Council
- Appendix G – Terms of Reference of committees
- Appendix H – Article 7 Officers
- Appendix I – Delegations to Officers
- Appendix J – Budget and Policy Framework
- Appendix K – Council Procedure Rules
- Appendix L – Committee Procedure Rules
- Appendix M – Executive Procedure Rules

The Constitution review will also be supported by training for Members and officers to assist members in understanding the various parts of the Constitution and its implications.

Officers Recommendations

- 1. That Council consider and approve the second tranche of the Constitution as set out in the Appendices A to M attached.**
- 2. That Council agree that the Constitution sections attached as Appendices A to M will come into effect at Annual Council in May 2023.**
- 3. That Council delegate authority to the Monitoring Officer to make ‘housekeeping changes’ to the Constitution such as terminology to ensure consistency, numbering and formatting changes.**
- 4. That Council note the Public Participation Consultation findings report and Equalities Impact Assessment as set out in Appendices N and O.**

1. Why this report is needed

1.1 Under Section 9P of the Local Government Act 2000:

- (1) A local authority must prepare and keep up to date a document (referred to in this section as its constitution) which contains:
- a) a copy of the authority's standing orders for the time being,
 - b) a copy of the authority's code of conduct (if any) for the time being under section 28 of the Localism Act 2011,
 - c) such information as the Secretary of State may direct, and
 - d) such other information (if any) as the authority considers appropriate.

Such other information as the Secretary of State directs – under the Local Government Act 2000 (Constitutions)(England) Direction 2000 this information includes the membership, terms of reference and functions of the Council’s Committees and Sub-Committees, and any rules governing the conduct and proceedings of those Committees and Sub-Committees.

- 1.2 Subject to the provisions above, it is for the Council to decide what information its Constitution should contain.
- 1.3 The current version of the Constitution needs to be amended to enable the Council to move to an Executive system from Annual Council on 23 May 2023.
- 1.4 Detailed changes and the reason for them are set out below.

2. Reasons for recommendations

- 2.1 To enable the Council to move to an Executive system from Annual Council on 23 May 2023 the Council needs to re-write the Council’s Constitution.
- 2.2 Council agreed the following sections in January 2023:
 - Article 1 (The Constitution)
 - Article 2 (Members and the Council)
 - Article 3 (The Full Council)
 - Article 4 (The Mayor)
 - Article 5 (Decision-making)
 - Article 6 (The Executive)
 - Access to Information Rules
 - Members Licensing Code
- 2.3 **Consultation Findings Report**
- 2.4 The Consultation on Public Participation at Council Committee meetings launched on 14 December 2022 and ended on 24 February 2023.
- 2.5 The consultation document and questionnaire was informed by a peer review of a number of other local authorities which sought to identify best practice in terms of public engagement in formal democratic processes. The information was utilised to help develop options to broaden the current opportunities for public participation at formal decision-making bodies and ways to improve or expand the current offer.
- 2.6 In addition, research and good practice guidelines have been used to develop the new arrangements for public participation at full council and committees which are underpinned by the principles:

- Simplification of language
 - Participation rules which are easy to understand
 - Transparency
 - Removing any unnecessary barriers
 - Resident involvement in decision making (e.g., Overview and Scrutiny investigation)
- 2.7 The detailed findings of the consultation and a breakdown of the approach to the consultation are set out in the consultation findings report at Appendix K.
- 2.8 The consultation consisted of a summary consultation document and online questionnaire which was published on [Engage Barnet](#).
- 2.9 Paper copies and other alternative formats of the consultation were also made available on request.
- 2.10 The consultation was widely promoted through a variety of communication channels including via the council's resident's e-newsletter, Barnet First magazine, the council's website, School Circulate newsletter, posters in public buildings, Twitter, and Facebook adverts.
- 2.11 Detailed findings are set out in the consultation findings report attached at Appendix K.
- 2.12 The consultation document was split into two parts, the first focused on the current arrangements for public participation. The second part set out the proposed new approach for public participation at full council and committee meetings. The consultation invited views on the:
- Public questions at council meetings
 - Public comments at council meetings
 - Raising issues at Area Committees
 - Petitions
 - Speaking at Planning Committee meeting
 - Speaking on Assets of Community Value Listings at committee meetings
 - Speaking on Funding Applications at Area Committee meetings
 - Deputations
 - Participation in Cabinet and Overview & Scrutiny Committee meetings
 - Enabling more people to get involved with the Council decision-making process
- 2.13 Those respondents who elected to receive a paper copy were sent both the consultation document and questionnaire.
- 2.14 A total of 53 questionnaires have been completed - with one being posted in which was incorporated into the following analysis with the responses submitted online.

- 2.15 Overall, the responses to the consultation demonstrates support towards the implementation of the new arrangements for:
- public questions at council meetings
 - petitions
 - deputations
 - participation in Cabinet and Overview & Scrutiny Committee meetings
 - enabling more people to get involved with the Council decision-making process
- 2.16 In response to the outturn of the consultation findings and support towards public participation arrangements in the Executive model of governance, the following arrangements are highlighted and recommended for adoption by Council as part of the appended Constitution articles:

Citizens' Rights

- 2.17 To promote and encourage further public engagement, it is proposed to substitute the use of the word 'resident' with 'citizen' and refer to citizens' rights in the context of public participation. The term citizens includes residents living in Barnet as well as those people who study, work or have businesses in Barnet.
- 2.18 Furthermore, as part of the Governance Review project arrangements will be put in place to set up a dedicated council democracy webpage to help stakeholders to understand how they can participate in council decision making by setting out the options including for deputations, petitions, public questions and overview and scrutiny involvement.

Public Questions

- 2.19 To promote further engagement in council decision making, the arrangements for Public Questions will be expanded to other bodies such as Council and Cabinet as set out in the attached Constitution sections.
- 2.20 In relation to the full Council, there will be new arrangements which enable citizens to ask questions of Members of the Executive, Cabinet Member and Committee Chairs at the Council meeting. Questioners will be able to ask a supplementary question.
- 2.21 For any questions not dealt with due to time constraints, a written response will be provided to the questioner and published with the agenda papers for the meeting.
- 2.22 Public questions will be allowed at the new Cabinet, plus all committees, sub-committee and boards (as is currently the case).
- 2.23 A new arrangement for deputations (signed by between 5 and 24 people) will be embedded in the council's governance arrangements as follows:

Deputations

- 2.23 A new arrangement for deputations (signed by between 5 and 24 people) will be embedded in the council's governance arrangements as follows:

- Full Council – deputations will be allowed on matters that fall within the council's responsibilities or where the council could be reasonably expected to lobby on behalf of citizen.
- Cabinet and Committees – deputations will be allowed in relation to items on the agenda.

Petitions

2.24 By virtue of the benchmarking peer review and outcome of the public consultation it is recommended that the requirements for petition signatures be lowered to ensure that citizens receive responses when the petition reaches the relevant lower threshold. The following changes are therefore highlighted as set out in the Constitution articles for considering petitions:

Signatories	Authority
1 – 24	Joint statement of representation. Passed to the appropriate department.
25 – 500	Written response from the relevant Cabinet Member
501 – 3,000	<p>Reported to Cabinet or relevant committee: Cabinet; or Area Committee; or Other Committee</p> <p>The Lead Petitioner will be given 3 minutes to present the petition to Cabinet or committee. Following the presentation, the Leader and Cabinet Members, or Chair and Committee Members will have an opportunity to ask the Lead Petitioner questions. After the debate Cabinet or the committee will decide to:</p> <ul style="list-style-type: none"> • Take no action • Refer the matter to the relevant Cabinet Member or Committee Chair to provide a written respond to Lead Petitioner within 20 working days; or • Instruct an officer to prepare a report for a future meeting of Cabinet or the Committee on the issue(s) raised with a recommended course of action
3,001 or more	<p>Reported to Full Council (excluding Annual Council)</p> <p>The petition will be considered by Full Council and the following process will be followed:</p> <ul style="list-style-type: none"> • Lead Petitioner is given five minutes to present the petition; • Council Members have an opportunity to ask questions of the Lead Petitioner then debate the item;

	<ul style="list-style-type: none"> • The relevant Cabinet Member or Committee Chair will respond to the issues raised in the petition and outline the decision route (if any) he/she proposes to take which may include: <ul style="list-style-type: none"> ○ Take no action ○ Provide a written respond to Lead Petitioner within 20 working days; or ○ Instruct an officer to prepare a report for a future meeting of Cabinet or a Committee on the issue(s) raised with a recommended course of action
--	---

Other Issues

- 2.25 Respondents made several other comments during the consultation on various issues including the location of meetings, accessibility of documents online, a lack of awareness of how they could participate, audio/visual issues, and the lack of remote attendance options. Officers will be considering these issues fully and will develop an action plan to respond to them details of which will be contained in the ‘You Said, We Did’ report published to Engage Barnet in due course. The action plan will cover all of the matters raised by the public with the aim of making it easier for the public to engage in meetings.

3. Alternative options considered and not recommended

- 3.1 The Council could retain the current Constitution un-amended. This is not recommended as the Constitution needs to be re-written to enable the Council to move to an Executive system from Annual Council on 23 May 2023.

4. Post decision implementation

- 4.1 Subject to the Council’s approval, the re-written constitution will come into effect at Annual Council on 23 May 2023.

5. Implications of decision

5.1 Corporate Priorities and Performance

- 5.1.1 A new Corporate Plan for 2023 – 2026 (Caring for people, our places and the planet: our plan for Barnet 2023-2026) is being reported elsewhere on the agenda for this meeting for Full Council approval. This report supports delivery of all Corporate Plan priorities.

5.2 Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)

- 5.2.1 The current Administration have indicated that the new governance system should be cost neutral in respect of Members Allowances. However, there are costs associated with delivering the change of governance arrangements and these are currently being

collated but will include: officer time; facilitated workshops with Council Management Team and the Corporate Senior Management Team; additional staff capacity in the Governance Service to support the team during period of change; and legal costs associated with reviewing the Constitution. Costs will be met from existing Assurance budgets or the Transformation Reserve.

5.3 Legal and Constitutional References

- 5.3.1 Council's Constitution, Article 7 - the Constitution and General Purposes Committee terms of reference includes responsibility "To keep under review all aspects of the Council's Constitution so as to ensure that it remains current and fit for purpose, and to make recommendations thereon to the Council" and "To have responsibility for overseeing the Council's governance arrangements." The Constitution and General Purposes Committee agreed at their meeting on 6 October 2022 that Constitution amendments related to the Governance Review Project could be reported from the Constitution Review Cross Party Working Group directly to Council rather than via the Committee. To ensure that there is on-going Member involvement in the emerging Constitution, the Committee have agreed to set up a Constitution Review Cross Party Working Group to look at the detailed parts of the constitution that will then be reported to Council.
- 5.3.2 The law allowing the move to an Executive system is the Local Government Act 2000 section 9K under this section 'A local authority may cease to operate its existing form of governance, and start to operate a different form of governance.'
- 5.3.3 A resolution of a local authority is required in order for the authority to make a change in governance arrangements. As soon as practicable after passing such a resolution a local authority must –
- (a) secure that copies of a document setting out the provisions of the arrangements that are to have effect following the resolution are available at its principal office for inspection by members of the public, and
 - (b) publish in one or more newspapers circulating in its area a notice which:
 - i. states that the authority has resolved to make a change in its governance arrangements,
 - ii. states the date on which the change is to have effect,
 - iii. describes the main features of the change,
 - iv. states that copies of a document setting out the provisions of the arrangements that are to have effect following the resolution are available at the authority's principal office for inspection by members of the public, and specifies the address of the authority's principal office. The change has to be implemented at Annual Council.
- 5.3.4 It is expected that Council will deal with the resolution to change governance arrangements in May 2023.

5.4 **Insight**

5.4.1 N/A

5.5 **Social Value**

5.5.1 N/A

5.6 **Risk Management**

5.6.1 Risks are being managed via the Governance Review project. Any escalated risks will be reported to Members via this committee as required.

5.7 **Equalities and Diversity**

5.7.1 Decision makers should have due regard to the public sector equality duty in making their decisions. The equalities duties are continuing duties they are not duties to secure a particular outcome. The equalities impact will be revisited on each of the proposals as they are developed. Consideration of the duties should precede the decision. It is important that Council has regard to the statutory grounds in the light of all available material such as consultation responses.

5.7.2 The statutory grounds of the public sector equality duty are found at section 149 of the Equality Act 2010 and are as follows:

5.7.3 A public authority must, in the exercise of its functions, have due regard to the need to:

- a) Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- b) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- c) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

Having due regard to the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to:

- a) Remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;
- b) Take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;
- c) Encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

The steps involved in meeting the needs of disabled persons that are different from the

needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.

Having due regard to the need to foster good relations between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to:

- a) Tackle prejudice, and b) Promote understanding.

Compliance with the duties in this section may involve treating some persons more favourably than others; but that is not to be taken as permitting conduct that would otherwise be prohibited by or under this Act.

The relevant protected characteristics are: Age, Disability, Gender reassignment, Pregnancy and maternity, Race, Religion or belief, Sex, Sexual orientation, Marriage and civil partnership

Officers consider that the proposals are an opportunity to look at how the public engage with the council and to advance engagement and to potentially remove any barriers to engagement.

- 5.7.4 The Equalities Impact Assessment is at Appendix L and shows there is a positive impact on those with protected characteristics.

5.8 Corporate Parenting

- 5.8.1 The role of members in Corporate Parenting will be outlined in the constitution.

5.9 Consultation and Engagement

- 5.10 A Governance Review Cross Party Member Working Group has been set up to look at the detail of the constitution. Public consultation on the ways that the public can engage with the council has taken place. Attached to this report at Appendix K are the results of the consultation findings. Appendix L is the equality impact assessment.
- 5.11 The consultation results show that there was a desire for more ways for the public to engage in committee meetings, Cabinet and Council. As a result of this the procedure rules for Committees, Cabinet and Council have been extended to allow for deputations and questions to the leader. The thresholds for petitions have been lowered.

5.12 Environmental Impact

- 5.12.1 There are no direct environmental implications arising from the recommendations.

6. Background papers

- 6.1 Council, 26 July 2022, Item 14.5, Administration Motion in the name of Councillor Barry Rawlings – Barnet's Governance Arrangements: Agenda for Council on Tuesday 26th July, 2022, 7.00 pm [Agenda for Council on Tuesday 26th July, 2022, 7.00 pm \(moderngov.co.uk\)](#)

- 6.2 Constitution & General Purposes Committee, 6 October 2022, Item 12 – Governance Review Project Update: Agenda for Constitution and General Purposes Committee on Thursday 6th October, 2022, 7.00 pm [Agenda for Constitution and General Purposes Committee on Thursday 12th January, 2023, 7.00 pm \(moderngov.co.uk\)](#)
- 6.3 Constitution & General Purposes Committee, 13 January 2023, Item 11 – Governance Review Project Update: [Agenda for Constitution and General Purposes Committee on Thursday 12th January, 2023, 7.00 pm \(moderngov.co.uk\)](#)
- 6.4 Council, 24 January 2023, Constitution Review, Item 12.1: [Agenda for Council on Tuesday 24th January, 2023, 7.00 pm \(moderngov.co.uk\)](#)
- 6.5 Policy & Resources Committee, 22 February 2023, Item 9 – Corporate Plan: [Agenda for Policy and Resources Committee on Wednesday 22nd February, 2023, 7.00 pm \(moderngov.co.uk\)](#)

Financial Regulations
[May 2023](#)~~[November 2022](#)~~

Financial Regulations

1. Introduction
2. Financial Planning and Financial Management
 - 2.1 Budget Strategy
 - 2.2 Medium Term Financial Strategy
 - 2.3 Annual Budget Setting
 - 2.4 Budget Management and Monitoring
 - 2.5 Closing of Accounts and Statement of Accounts
 - 2.6 Treasury Management Framework
3. Financial Administration, Systems and Procedures
 - 3.1 Accounting
 - 3.2 Banking Arrangements
 - 3.3 Assets
 - 3.4 Imprest Accounts
 - 3.5 Income
 - 3.6 Insurance
 - 3.7 Investments, Borrowing, Capital Financing and Trust Accounts
 - 3.8 Ordering of Supplies, Works and Services
 - 3.9 Taxation
 - 3.10 Amenity and Unofficial Funds
4. Risk Management and Control of Resources
 - 4.1 Risk Management
 - 4.2 Internal Control
 - 4.3 Internal Audit
 - 4.4 Corporate Anti-Fraud Team (CAFT)
 - 4.5 External Audit
5. Trading Accounts
6. External Arrangements

- 6.1 Partnerships
- 6.2 External Funding
- 6.3 Work for Third Parties
- 6.4 Alternative Delivery Models

7. Transparency

1.INTRODUCTION

1.1 The Financial Regulations provide the framework for managing the financial affairs of the Council. These Financial Regulations should apply to all Members, officers, contractors and partners in the work they do for the Council.

1.2 The Executive Director of Strategy & Resources, is the Chief Finance Officer, also known as the s151 Officer, and has statutory duties in relation to the financial administration and stewardship of the Council.

1.3 The Financial Regulations govern the way the Council undertakes financial forward planning, annual budget setting, budget monitoring and closing of the accounts.

1.4 The Financial Regulations also govern the way day to day financial administration is conducted and financial controls are exercised.

1.5 The Scheme for Financing Schools, which follows the requirements of the School Standards and Framework Act 1998, governs School Governors, Headteachers and school staff of Maintained schools with delegated budgets. A local financial guide for schools supplements the Scheme for Financing Schools. In these cases the Financial Regulations do not apply. Each school is required to have a financial management policy and procedures document.

1.6 These procedures shall be reviewed regularly by the Chief Finance Officer but at least every three years. ~~The Constitution and General Purposes Committee recommend to Council for approval all amendments and summaries of changes resulting from the review.~~

1.7 The Chief Finance Officer is required to control and be responsible for the accounts and finances of the Council in every respect and ensure, as far as possible, that consistent financial systems operate throughout the entire operation of the Council.

2.FINANCIAL PLANNING AND FINANCIAL MANAGEMENT

2.1 BUDGET STRATEGY

2.1.1 The Budget Strategy, sets out the Council's proposed income and expenditure, both revenue and capital, and the level of council tax, for the following financial year, including the way in which corporate service priorities are considered, the level of balances and reserves, and the management of financial risks.

2.1.2 The Council's policies for the recovery of debt are separately approved by [Cabinet](#) ~~the~~ [Policy and Resources Committee](#).

2.1.3 The Budget Strategy and Medium Term Financial Strategy will normally be recommended by [Cabinet](#) ~~the Policy and Resources Committee~~ to Full Council for approval ~~at~~ before the start of each financial year.

2.2 MEDIUM TERM FINANCIAL STRATEGY

2.2.1 The Chief Finance Officer, in consultation with the [Cabinet](#) ~~Chair of the Policy and Resources Committee~~, will maintain a Medium Term Financial Strategy that covers a period of at least three financial years, including the current financial year.

2.2.2 The Medium Term Financial Strategy will be produced and reported in conjunction with the annual budget, council tax and rent proposals to [Cabinet](#) ~~the Policy and Resources~~ [Committee](#) and Full Council before 11 March of the preceding financial year. Further updates on the Medium Term Financial Strategy may be reported during the year.

2.2.3 The Financial Forward Plan will cover revenue and capital budgets and will highlight how resources are being re-directed to address Corporate ~~Plan~~ priorities.

2.2.4 In that the Medium Term Financial Strategy spans a number of years, it is to be expected that figures in later years will often be preliminary estimates and/or aspirations of future decisions and changes in council policy.

2.3 ANNUAL BUDGET SETTING

2.3.1 The ~~Council~~ [Cabinet](#) will publish a draft budget for consultation. Consultation will take place for any proposals that directly impact on residents ~~Arrangements for budget consultation will be determined by the Council.~~

2.3.2 The Chief Finance Officer will set the council tax base for tax-setting purposes before 31 January of the preceding financial year and notify precepting and levying bodies of this figure by this date. The Chief Finance Officer will notify all Council Members via [Cabinet](#) ~~the Policy and Resources Committee~~ and Full Council.

2.3.3 Cabinet The Policy and Resources Committee will finalise its recommendations to Council

on the revenue budget, council tax, capital programme and rent levels taking account of the results of budget consultation. This will normally be in February, following announcement of the Final Local Government Finance Settlement.

~~Theme Committees will work up proposals for consideration by the Policy and Resources Committee.~~

2.3.4 Cabinet Policy and Resources Committee's recommendations to Council must be made in

time for Council to set the capital and revenue budget and council tax before 11 March of the preceding financial year.

2.3.5 The Chief Finance Officer shall advise the Council whether ~~s/he is~~they are able to certify

that the draft Budget contains robust estimates and reserves for the purpose of meeting the requirements of Section 25 of the Local Government Act 2003.

General Financial Delegations

<u>Body</u>	<u>Capital / Revenue</u>	<u>£</u>
<u>Cabinet</u>	<u>Revenue</u>	<u>Over 500,000</u>
	<u>Capital</u>	<u>Over, 1 million up to 25million</u>
<u>Portfolio holders</u>	<u>Revenue</u>	<u>213,477-500,000</u>
	<u>Capital</u>	<u>213,477- 1million</u>
<u>Chief Officers</u>	<u>Capital/ Revenue</u>	<u>Up to 213,477</u>

Fees and Charges

2.3.6 Changes to fees and charges should be included in the budget proposals but to take effect from January every year.

~~submitted by theme Committees or the relevant committee as part of the budget setting process. Executive side fees and charges F will be submitted to the relevant committee for approval (for example, Licensing and General Purposes Committee)~~

~~Theme Committees and other committees refer all fees and charges to the Policy and Resources Committee. The Policy and Resources Committee reviews all~~

~~Changes to fees and charges that are higher than prevailing inflation rates and that directly impact on residents which then will be subject to public consultation and equality impact assessments and~~ form part of the budget ~~that is subject to public consultation.~~

~~Subject to public consultation outcomes and equality impact assessments, the Policy and Resources Committee~~

~~recommends all fees and charges to Full Council will for approval~~ fees and charges to take effect from January every year, as part of the council's overall budget.

~~Full~~ The relevant committee (for example, Licensing and General Purposes Committee) or Cabinet ~~Cabinet council and Licensing and General Purposes Committee~~ can approve in-year changes to fees and charges subject to them being reported to Council . ~~the relevant theme Committee or other relevant committee~~ and any requirements relating to public consultation and equality impact assessments being undertaken.

Changes to annual tenant rents and service charges for the HRA and GF must be referred to Council ~~from Housing & Growth Committee to Policy and Resources Committee~~ before tenants and leaseholders are issued with formal notices and bills ahead of the upcoming financial year.

The budget recommended by Cabinet or other committees ~~Policy and Resources Committee~~ to Full Council will incorporate the latest projection of income from fees and charges. ~~Full Council will approve all fees and charges.~~

Capital Programme and Budget

2.3.7 The Capital Programme has been developed following these principles;

2.3.7.1 To maintain an affordable five-year rolling capital programme.

2.3.7.2 To ensure capital resources are aligned with the Council's strategic vision and corporate priorities.

2.3.7.3 To undertake prudential borrowing only where there are sufficient ~~monies~~ ongoing revenue resources to pay for the costs arising from current and future borrowing. ~~meet, in full, the implications of capital expenditure, both borrowing and running costs.~~

2.3.7.4 To maximise available resources by actively seeking appropriate external funding and disposal of surplus assets.

Alternative Budget Motions

2.3.8 Any Member proposing to put forward to Council any amendment to the draft Budget or any alternative Budget should provide a copy of initial amendments to the Chief Finance Officer and Monitoring Officer as soon as possible and at least 10 clear working days before the Budget March Council meeting. These initial amendments

should be validated and clearly laid out including all supporting assumptions. Final completed budget amendments in a format that can be presented to Council should be submitted to the Chief Finance Officer and Monitoring Officer at least 5 clear working days in advance of the Budget March Council meeting so that s/he may advise

Council whether the resulting amended or alternative budget would provide robust estimates and reserves for the purpose of section 25 of the Local Government Act 2003.

2.3 BUDGET MANAGEMENT & MONITORING

2.4.1 Making changes to the budget

A virement is the transfer of budget from one specific area to another. This can either be a transfer within revenue budgets or capital budgets but not between revenue and capital.

2.4.2 The Virement Scheme is intended to enable the Directors and their officers to manage budgets with a degree of flexibility within the overall framework determined by the Council, and therefore optimise the use of resources.

2.4.3 Amendments to the revenue budget can only be made with approval as per the scheme of virement table below:

<u>Virements for allocation from contingency for amounts up to and including £250,000 must be approved by the Chief Finance Officer</u>
<u>Virements for allocation from contingency for amounts over £250,000 must be approved by Cabinet</u>
<u>Virements within a service in a Directorate that do not alter the approved bottom line are approved by the Service Director of that Directorate.</u>
<u>Virements between services within the same Directorate (excluding contingency allocations) must be approved by the relevant Chief Officers of that Directorate.</u>
<u>Virements between different Directorates (excluding contingency allocations) up to £50,000 must be approved by the relevant Chief Officers of both Directorates.</u>
<u>Virements between different Directorates (excluding contingency allocations) over £50,000 and up to and including £499,999 must be approved by the relevant Chief Officer(s) and Chief Finance Officer in consultation with the Leader and reported to the next meeting of Cabinet</u>
<u>Virements between different Directorates (excluding contingency allocations) over £500,000 and up to £25m must be approved by Cabinet .</u>

2.4.4 Article [79](#) – Table of Chief Officers details which posts within the council are designated as Chief Officers.

2.4.5 No revenue virement is allowed between the following budgets without approval of [Cabinet the Policy and Resource Committee](#):

- 2.4.5.1 Financing charges,
- 2.4.5.2 Rates and other taxes,

- ~~Recharges and Insurances.~~

2.4.6 Amendments to the capital budget can only be made with approval as per the table below:

Capital Virements
<u>Cabinet approval is required for all capital budget and funding virements and yearly profile changes (slippage or accelerated spend) between approved capital programmes i.e., as per the budget book. The report must show the proposed:</u> i) <u>Budget transfers between projects and by year;</u> ii) <u>Funding transfers between projects and by year; and</u> iii) <u>A summary based on a template approved by the Chief Finance Officer.</u>
<u>Cabinet approval is required for all capital additions to the capital programme. Cabinet may only approve additions up to £50m...additions above this should be approved by Council. All Capital additions are reviewed by senior officers prior to being recommended for approval to Cabinet.</u> <u>Capital additions should also be included in the quarterly budget monitoring report to Cabinet for noting.</u>
<u>Funding substitutions in order to maximise funding are the responsibility of the Chief Finance Officer.</u>

Budget Monitoring

2.4.7 Chief Officers are required to notify the Chief Finance Officer of all underspends, over-recovery of income or windfall benefits arising within their revenue and capital budgets. Where these occur they should in the first instance be transferred to the contingency budget unless regulations specify restrictions on their use which make this inappropriate or the under spend, additional income or other financial benefits are to be used to offset uncontrollable overspends elsewhere within the service. The chief officer is responsible for notifying the Chief Finance Officer that this is to occur. Approval to these budget variations will be in line with the scheme of virement.

Budget Monitoring – Revenue

2.4.8 Chief Officers should ensure that their revenue cost centre managers do not enter into commitments before satisfying themselves there is sufficient approved budget provision. Chief Officers have no authority to overspend revenue budgets, or under-recover income budgets under their control, and are responsible for monitoring their budgets to ensure this situation does not arise.

2.4.9 It is the responsibility of Chief Officers to notify the Chief Finance Officer of forecast revenue budget or capital project overspends regardless of whether offsetting savings or additional income have been identified.

Budget Monitoring – Capital

2.4.10 Forecast overspends on approved capital projects must be communicated through the Chief Finance Officer to the ~~Leader Chairman of the Policy & Resources Committee~~ as soon as possible with options for offsetting the forecast overspend.

Central Contingency

2.4.11 The Chief Finance Officer will determine which budget risks and uncertainties are to be held within the central contingency.

2.4.12 Allocations from the central contingency relating to planned developments will be approved by the Chief Finance Officer, following the receipt from a Chief Officer of a fully costed proposal to incur expenditure that is in line with planned development (including full year effect). Where there is a significant increase in the full year effect (over ~~£500,000~~~~499,999~~~~1m~~~~250,000~~), the contingency allocation must be approved by ~~Cabinet~~ the Policy and Resources Committee.

2.4.13 Allocations from the central contingency for unplanned expenditure, including proposals to utilise underspends previously generated within the service and returned to central contingency, will be approved by the Chief Finance Officer. Where there are competing bids for use of under spends, additional income or windfalls previously returned to central contingency, priority will be given to the service(s) that generated that return. Allocations for unplanned expenditure over ~~£499,999~~~~1m~~~~250,000~~ and within -the approved budget set by Council must be approved by ~~Cabinet~~ Policy and Resources Committee.

Balances and Reserves

2.4.14 Allocation to and from the balances and reserves will be the responsibility of the Chief Finance Officer in line with the principles that Full Council have agreed.

2.4.15 Any significant change in the planned use of a reserve must be approved by ~~Council~~ the Policy and Resources Committee.

Budget Monitoring – reporting

2.4.16 The Chief Finance Officer will report in detail to ~~Cabinet~~ Performance and Contract Management Committee at the end of each quarter as a minimum, on the revenue and capital budgets and wider financial standing and will make recommendations for varying the approved budget (revenue and capital) where necessary.

2.4.17 Full Year Effects

In preparing any estimates of expenditure and income, Directors and Heads of Service must give proper consideration to full year effects.

2.4.18 Annual Governance Statement

Chief Officers must support the work on corporate risk management contributing to the production of the Annual Governance Statement that has to be published alongside the Statement of Accounts.

2.4.19 Partnership Working

Before entering into a partnership with another organisation that involves pooling some of the Council's revenue and/or capital budgets, the Chief Officer in consultation with the Chief Finance Officer must ensure that adequate financial controls are in place. A financial risk assessment must also be prepared and monitored over time.

2.4.20 Authorisation of Non-Budgeted Expenditure (Emergency Payments)

Emergency payments may arise as a consequence of unforeseen circumstances (e.g. as a consequence of a natural disaster, a civil emergency or a court order etc.) where budget provision has not been made and the payment cannot be covered within the relevant service's existing budget.

2.4.21 Emergency payments can ~~only~~ be made ~~by decision of Urgency Committee or~~ by Chief Officers up to their delegated financial limit ~~of £213,477 as set out in the council's constitution. of £180k. or the Leader acting as urgent Cabinet as set out in the Constitution.~~ All such emergency payments should be reported to the next meeting of the ~~Cabinet .Performance & Contract Management Committee.~~

2.5 CLOSING OF ACCOUNTS & STATEMENT OF ACCOUNTS

2.5.1 The Chief Finance Officer is responsible for making arrangements for closing the Council's and the Pension Fund accounts and producing the annual Statement of Accounts, as well as all matters relating to their audit and public inspection.

2.5.2 Chief Officers are responsible for ensuring that staff adhere to the timetable and requirements set out by the Chief Finance Officer for the closing of accounts, and provide any information and evidence required in relation to this.

2.5.3 In accordance with International Standard on Auditing (ISA) 260, the external auditor is required to issue detailed reports to those charged with governance on matters arising from the audit of the Council's accounts and Pension Fund accounts. There is also an Annual Audit Letter which includes the external

auditor's report and opinion on the audit of the accounts, as well as comments and recommendations on whether the Council provides Value for Money. These reports will be considered by the [Governance Audit Risk Management and Standards Committee \(GARMS\)](#).

2.6 TREASURY MANAGEMENT FRAMEWORK

2.6.1 ~~Cabinet Policy and Resources Committee~~ will create and maintain a Treasury Management ~~Policy Strategy~~ Statement, stating the policies and objectives of its treasury management activities and based upon the relevant CIPFA Codes. The Treasury Management Strategy Statement will be reported to the Budget Council meeting for approval.

2.6.2 ~~The Cabinet Performance and Contract Management Committee~~ will receive reports on its treasury management policies, practices and activities. This will also be considered by the Overview and Scrutiny Committees. These reports will incorporate the prudential borrowing limits and performance indicators. ~~Council Policy and Resources Committee~~ will receive an annual strategy and plan in advance of the year, and an annual report after its close in the form prescribed in the Treasury Management Practices.

2.6.3 The Chief Finance Officer has the delegated authority to undertake all borrowing on behalf of the Council in line with the Treasury Management Strategy Statement. ~~This a~~ Authority is agreed by Council each year as part of the budget setting process when the TMSS for the forthcoming year is presented to Council for approval. ~~and will issue a Delegated Powers Report immediately after this power is exercised to inform Members in consultation with the Chairman of the Policy and Resources Committee and~~ All borrowing will be reported to the next meeting of Cabinet as part of the Capital Programme the Policy and Resources Committee.

3. FINANCIAL ADMINISTRATION, SYSTEMS AND PROCEDURES

3.1 ACCOUNTING

3.1.1 All accounting arrangements across the council shall be in a manner approved by the Chief Finance Officer, taking into account best practice guidance issued by relevant external bodies, such as CIPFA and national guidance.

3.1.2 There must be adequate separation of duties to ensure that no one officer is able to handle any financial transaction from start to finish without there being some

mechanism for independent checking. By finish is meant the completion of the accounting for the transaction.

3.1.3 All accounting should occur on the Council's Accounting System and any exceptions must be specifically authorised by the Chief Finance Officer.

3.2 BANKING ARRANGEMENTS

3.2.1 The Chief Finance Officer must approve all banking and card acquiring arrangements across the Council and must be satisfied with the safe keeping of all controlled banking stationery.

3.2.2 The Chief Finance Officer will maintain a register of all bank and card acquiring contracts.

3.2. The Chief Finance Officer will be responsible for ensuring that the Council's banking arrangements are reviewed on a regular basis and that the banking contract is reviewed every three years.

3.2.5 Chief Officers are responsible for ensuring that the any staff in their areas that use the Procurement Cards adhere to the requirements of the LBB Purchasing Card (PCard) Guide and Terms and Conditions.

3.3 ASSETS

3.3.1 Chief Officers are responsible for the proper security of all buildings, stocks, furniture, equipment and cash etc. within their service. The Chief Executive shall exercise a ~~co-ordinating~~coordinating role on security issues and shall be consulted where it is felt that security is inadequate or in special circumstances.

3.3.2 Maximum limits for cash holdings (imprest accounts) shall be set by the Chief Finance Officer, which may not be exceeded without prior authority. Areas where cash is counted and held must be secure and with access restricted only to authorised staff.

3.3.3 Chief Officers are responsible for the sale or disposal of assets employed in their service, and for accounting for these transactions. All disposals are to be reported to the Chief Finance Officer on a quarterly basis.

3.3.4 Chief Officers are responsible for implementing a system for the maintenance of stocks and stores including regular stock checks and write offs when required.

3.4 IMPREST ACCOUNTS

3.4.1 The Chief Finance Officer must authorise all imprest accounts and the Imprest Account Holder must comply with the rules set by the Chief Finance Officer.

3.5 INCOME

3.5.1 The Council will usually charge for all services, where allowable, and have charging policies in place.

3.5.2 Officers should encourage payment in advance or at point of service delivery wherever possible as per the Debt Management Policy, and minimise the amount of credit given to customers.

3.5.3 All records relating to income due to the Council, accounts raised, and receipts issued shall be in a format agreed by the Chief Finance Officer.

3.5.4 Officers responsible for controlled stationery must keep it secure. Methods of payment must be agreed by the Chief Finance Officer.

3.5.5 The Chief Finance Officer, or officer nominated by the Chief Finance Officer, may authorise payment by instalments if full payment cannot be obtained immediately, in accordance with the Debt Management Policy.

3.5.6 Officers receiving monies shall keep an accurate and chronological account of all receipts and bankings.

3.5.7 Monies received must be banked on the day of receipt wherever possible, and not later than the next working day. All amounts paid in must be referenced to enable subsequent identification of the accounts to which they relate. ~~All cheques, postal orders etc. shall be crossed with the crossing stamp provided.~~

3.5.8 No deductions may be made from monies received.

3.5.9 Chief Officers must notify the Chief Finance Officer of all monies due to the Council under contracts, leases or other agreements and the cessation of use or change of user affecting this income.

3.5.10 Invoicing & Debt Recovery

Officers responsible for raising invoices must ensure that VAT has been properly accounted for.

3.5.11 The Council's Debt Management Policy, approved annually ~~at Budget Council~~ ~~February by Policy and Resources Committee~~ March by Council, sets out the Council's policy and procedures in relation to the billing, collection and recovery of monies owed to the Council and is to be adopted across all services within the London Borough of Barnet.

3.6 INSURANCE

3.6.1 The Chief Finance Officer is responsible for maintaining the Insurance Strategy arranging adequate insurance cover for the Council and keeping comprehensive records of all risks covered and will report any changes to [Cabinet. the GARMS Policy & Resources Committee.](#)

3.6.2 Chief Officers must notify the Chief Finance Officer immediately of all new areas of risk and of any change of circumstances likely to affect existing insurance risks.

3.6.3 Any incident which could give rise to an insurance claim must be promptly notified to the Chief Finance Officer by the relevant officer, who shall also inform the Police if appropriate.

3.6.4 The Chief Finance Officer will handle all insurance claims, in conjunction with the Monitoring Officer and/or the insurance company if proceedings are issued.

3.6.5 Officers must consult the Chief Finance Officer and Monitoring Officer in all cases where the Council is requested to give an indemnity.

3.6.6 Officers in receipt of a motor vehicle allowance must produce registration documents, insurance policy, certificate of insurance and test certificate if required by the Chief Finance Officer. Insurance policies must be comprehensive and cover use on official business.

3.6.7 Schools: It is the responsibility of the governing body to ensure adequate arrangements are made for insurance against risks arising from the exercise of the community facilities power, taking professional advice as necessary. Such insurance may be funded from the school budget share.

3.6.8 The Council is empowered to undertake its own assessment of the insurance arrangements made by a school in respect of community facilities, and if it judges those arrangements to be inadequate, make arrangements itself and charge the resultant cost to the school. Such costs could be charged to the school's budget share.

3.7 INVESTMENTS, BORROWING, CAPITAL FINANCING & TRUST ACCOUNTS

3.7.1 The Chief Finance Officer shall ensure that the Council's money is properly managed and controlled in a way which balances risk with return but with the overriding consideration being given to the security and liquidity of the Council's investment.

3.7.2 All investments, except bearer securities, controlled by the Council shall be registered in the Council's name or the Council's Pension Fund or in the name of nominees approved at [Council a Policy and Resources Committee.](#)

3.7.3 All securities shall be held securely by the Council's bankers, or custodians approved at [Cabinet. the Policy and Resources Committee.](#)

3.7.4 The Chief Finance Officer shall ensure that all borrowing and, whenever applicable trust funds, are registered in the name of the Council.

3.7.5 The Chief Finance Officer will also provide regular monitoring reports to ~~Performance and Contract Management Committee~~Cabinet and report any breaches or amendments of the Prudential Code to Council.

3.8 ORDERING OF SUPPLIES, WORKS & SERVICES

3.8.1 All contracts are subject to the Contract Procedure Rules and Chief Officers must have systems in place to ensure that only authorised officers are allowed to place purchase orders, and that purchase orders are only raised when there is sufficient budget available.

3.8.2 Creation of a purchase Order (PO): Once the purchase has been agreed, a purchase order must be raised on the council's accounting system.

Payment of an invoice: Authorised officers must ensure that a purchase order has been raised on the accounting system and successfully communicated to the supplier. Invoices in respect to works, supplies and services will be paid by the Central Accounts Payable Team, but only after the authorising officer has, where necessary, first receipted the supply on the accounting system.

3.8.3 All invoices must reference a valid purchase order number, otherwise the Central Accounts Payable Team reserves the right to refuse payment of an invoice.

3.8.4 To enable the Council to comply with the Late Payment of Commercial Debts Regulations, no amended invoices will be accepted and a new invoice with a revised date will be required.

3.8.5 The Central Accounts Payable Team will perform a three-way match against the purchase order, goods receipt and invoice, prior to making a payment. Invoices from trusted suppliers, (as advised by the Strategic Procurement Team) will only require a two-way match. Invoices that do not pass this criterion will be returned to the service for amendment.

3.8.6 Payments in ~~advance~~ advance: Chief Officers prior to authorising payments in advance, must undertake a risk assessment of the supplier or service provider defaulting. All payments in advance in excess of £100,000 must be notified to the Chief Finance Officer.

3.9 TAXATION

3.9.1 The Chief Finance Officer is responsible for ensuring compliance with all relevant

taxation regulations and guidance that affect the Council either directly, as a consequence its own activities, or indirectly, as a consequence of service delivery through external partners.

3.10 AMENITY & UNOFFICIAL FUNDS

3.10.1 Amenity or Unofficial Fund relates to all sums of money other than those which are required to be paid into the Council's General Bank Account (or such other account so authorised by the Chief Finance Officer) or Trust Fund monies outside the authority of the Council.

3.10.2 All accounts shall be opened by the Chief Finance Officer and their names shall include the name of the London Borough of Barnet and the establishment concerned.

3.10.3 Provided the Chief Finance Officer approves and is satisfied with accounting and security arrangements, separate accounts need not be opened for funds of small amounts.

4 RISK MANAGEMENT AND CONTROL OF RESOURCES

4.1 RISK MANAGEMENT

4.1.1 The ~~GARMS Performance and Contract Monitoring~~ Committee is responsible for approving the Council's risk management framework and for reviewing the effectiveness of risk management. Individual services are responsible for ensuring the proper management of risk.

4.2 INTERNAL CONTROL

4.2.1 Internal control refers to the systems of control devised by management to help ensure the Council's objectives are achieved in a manner that promotes economical, efficient and effective use of resources and ~~that the Council's assets~~ that the Council's assets and interests are safeguarded.

4.2.2 The Chief Finance Officer is responsible for advising on effective systems of internal control. These arrangements need to ensure compliance with all applicable statutes and regulations, and other relevant statements of best practice. They should ensure that public funds are properly safeguarded and used economically, efficiently, and in accordance with the statutory and other authorities that govern their use.

4.2.3 It is the responsibility of Chief Officers to establish sound arrangements for planning, appraising, authorising and controlling their operations in order to achieve continuous improvement, economy, efficiency and effectiveness and for

achieving their financial performance targets.

4.3 INTERNAL AUDIT

4.3.1 Under the Accounts and Audit Regulations 2015 the Council has a statutory obligation to have an adequate and effective system of internal audit. The Assurance Director has the delegated authority for providing and maintaining this service.

4.3.2 The Chief Internal Auditor is responsible for providing an internal audit function which meets the requirements of the Public Sector Internal Audit Standards (PSIAS). He / she is also responsible for providing an opinion, in support of the Annual Governance Statement, on how the Council's risk management processes identify, evaluate, monitor and report that controls are operating effectively within the Council.

4.3.3 Internal Audit is an assurance function that provides 'an independent, objective assurance and consulting activity designed to add value and improve an organisation's operations. It helps an organisation accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.

4.3.4 Internal Audit has unrestricted access to all information (including records, computer files, databases, systems, property and personnel) across any service and/or activities undertaken by the Council, or partners on behalf of the Council where council information is held in order to review, appraise and report as may be necessary.

4.3.5 The Chief Internal Auditor shall be able to meet the Chairman of the [Audit-GARMS](#) Committee alone outside of the normal [GARMS Audit](#) Committee meetings.

4.3.6 Chief Officers shall have regard to the principles of risk management, and to the Council's risk management policy. It is the responsibility of Internal Audit to review the adequacy and effectiveness of the council's arrangements for risk management.

4.3.7 The Chief Internal Auditor shall report to the Chairman of the Audit Committee all significant concerns that he/she may have over the adequacy and effectiveness of internal controls and risk management activities within the organisation.

4.4 CORPORATE ANTI-FRAUD TEAM (CAFT)

4.4.1 Under Section 151 of the Local Government Act 1972 the Council has a statutory obligation to ensure the protection of public funds and to have an effective system of prevention and detection of fraud and corruption. The [Executive Director of Assurance](#) ~~Director~~ has

the delegated authority for providing and maintaining this service.

4.4.2 Objective & Scope

The CAFT is an independent, objective activity designed to add value and improve the Council's operations. It helps the Council achieve its objectives by bringing a systematic, disciplined approach to investigation, evaluating and improving the effectiveness of fraud prevention and detection and the subsequent prosecution of individuals and organisations where appropriate. The Council has a zero tolerance approach to fraud and other irregularity.

4.4.3 The objective of the CAFT is to assist officers and Members in the effective discharge of their responsibilities. To this end, the CAFT furnishes them with assurance, analysis, appraisals, recommendations, counsel, and information concerning the activities it is required to become involved with. The objective includes promoting fraud awareness across the authority.

4.4.4 The scope of the CAFT encompasses both the investigation and examination of the effectiveness of the council's systems of fraud control when subject to breach.

4.4.5 Responsibility & Authority

The primary responsibility for the awareness, prevention, detection and deterrence of fraud, corruption, bribery or money laundering activity lies with the Chief Officers. This responsibility includes ensuring that staff and partners are aware of both the implications of fraud and money laundering and the risks of fraud and money laundering across their service area. The primary responsibility for the investigation of any suspected fraud, corruption, bribery or money laundering activity found in a service area lies with the CAFT. All details must be immediately forwarded to the CAFT, to preserve the chain of evidence linked to such investigations within the law.

4.4.6 CAFT have unrestricted access to all council held information and records (including computer files, databases, systems, property and personnel) across any service and/or activities undertaken by the Council, or partners on the behalf of the Council, in order to effectively carry out their duties:

4.4.7 CAFT or other authorised representative shall have authority to:

4.4.7.1 Enter or visit any land, premises, offices or establishments of the Council; and carry out any necessary searches of the aforementioned;

4.4.7.2 have unrestricted access to, access, view, search, and remove any and all records, documents and correspondence, including electronically held correspondence, documents and records, and property and assets of the Council;

4.4.7.3 where requested by CAFT view only access to specific databases/systems

which hold council data;

4.4.7.4 receive such explanations as are necessary concerning any matter under examination, and / or fraud investigation;

4.4.7.5 in conjunction with the relevant Chief Officer, suspend any employee of the Council under CAFT investigation from duty: acting in accordance with the Council's disciplinary procedures; and, in cases concerning illegal working, employees may be exited from the organisation and/or may be suspended without pay pending investigation;

4.4.7.6 require any employee of the Council to produce and surrender any cash, stores, equipment or any other Council property under his or her control;

4.4.7.7 interview any and all employees and individuals in connection with investigations including where necessary interviews in accordance with the Police & Criminal Evidence Act (on tape).

4.5 EXTERNAL AUDIT

4.5.1 Public Sector Audit Appointments ([PSAA](#)) Limited (replaced the Audit Commission with effect from 1 April 2015) is responsible for appointing external auditors ~~forte~~ each ~~local~~ authority [who has opted in to the PSAA scheme for auditor appointments](#). The duties of the external auditor are governed by section 5 of the Audit Commission Act 1998.

4.5.2 External auditors have a responsibility to satisfy themselves that the Council has put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources [and value for money](#). ~~This judgement is based on criteria specified by the National Audit Office~~. The Chief Finance Officer, in conjunction with Chief Officers, must ensure that the Council makes best use of resources and taxpayers and / or service users receive value for money.

4.5.3 The Council may, from time to time, be subject to audit, inspection or investigation by external bodies such as HM Revenue and Customs, who have statutory rights of access.

5. TRADING ACCOUNTS

5.1 It is the responsibility of the Chief Finance Officer to advise on the establishment and operation of trading accounts and business units, where appropriate.

5.2 The Chief Officer must observe all statutory requirements in relation to trading accounts, including the maintenance of a separate revenue account to include all relevant income and expenditure, including overhead charged and an annual report in support of the final accounts.

5.3 The Chief Officer must ensure that the same accounting principles are applied in relation to trading accounts as for other service units.

6. EXTERNAL ARRANGEMENTS

6.1 PARTNERSHIPS

6.1.1 Partnerships include any arrangements where the Council agrees to undertake, part fund or participate in a project with other bodies; either as a beneficiary of the project, or because the nature or status of the project gives the Council a right or obligation to support it. Where the Council is simply providing funding without assuming any obligation or risk relating to delivery of the project, this is not a partnership.

6.1.2 It is important to understand and distinguish between a partnership in this context and a supplier who the Council may refer to as a 'partner' due to the status that the Council has contractually awarded to it. Irrespective of the title applied to it, this latter type of partnership is a supplier relationship, which will be entered into in accordance with, and governed by, the Council's Procurement Policy and Procedures.

6.1.3 Chief Officers are responsible for ensuring that appropriate work is undertaken and committee approvals are obtained before any negotiations are concluded in relation to work with external bodies.

6.1.4 The approval of both the Chief Finance Officer and the Monitoring Officer must be obtained prior to the Council entering into any formal partnership agreement. The approval of the Chief Finance Officer must also be obtained where it is proposed that the Council adopts the role of 'Accountable Body' for a partnership.

6.1.5 A written partnership agreement must be produced that clearly establishes the responsibilities of the respective partners for managing the arrangement and the resources made available to the partnership. The document must also set out the arrangements in respect of unspent funding at each year end, unless this is to be returned to the Council as unspent money, and for addressing any overspend.
Delegation of budget to a partnership

6.1.6 The delegation of budget to a partnership (whether or not the arrangement is binding on the parties), where money is normally spent in accordance with the wishes of a group of individuals or organisations, is subject to approval [in accordance with the table above at paragraph 2.3.5 as follows:](#)

- ~~Up to £1m Assistant Director (or named equivalent) following consultation with the Chief Finance Officer.~~
- ~~Over £1m and up to £5m Chief Executive Officer or Chief Finance Officer following consultation with the Leader of the Council.~~
- ~~More than £5m Policy and Resources Committee~~[Cabinet](#)

~~following consultation with all of the above.~~

6.1.7 Where the Council is the 'accountable body' for a partnership, these Financial Regulations apply to decisions relating to the expending of that money. All expenditure must be authorised by an appropriate London Borough of Barnet officer, or by someone else who has a statutory power to authorise expenditure.

6.2 EXTERNAL FUNDING

6.2.1 External funding covers bids to Government and other organisations that are offering funding for projects that meet certain criteria. It also covers contributions being sought from participating organisations and individuals, from either public or private sources.

6.2.2 The Chief Finance Officer is responsible for ensuring that all funding notified by external bodies is received and properly recorded in the Council's accounts.

6.2.3 Chief Officers must provide the Chief Finance Officer with details of all bids for external funding. Bids will follow the requirements of the Council's investment appraisal process.

6.2.4 Chief Officers must not commit expenditure on projects requiring matched funding contributions until the external funding has been confirmed

6.2.5 Chief Officers must advise the Chief Finance Officer of all grant and subsidy notifications as soon as they are received. Where the amount notified is greater than the budget, the excess will be deemed a windfall and should in the first instance be returned to the central contingency unless regulations specify

restrictions on their use which make this inappropriate or the underspend, additional income or windfall is to be used to offset uncontrollable overspends elsewhere within the service. Where the amount notified is less than the budget, the Director or Head of Service must notify the Chief Finance Officer of options for containing any potential overspend.

6.3 WORK FOR THIRD PARTIES

6.3.1 Work can only be undertaken for third parties where the Council has the legal powers to undertake the work.

6.3.2 With regard to the financial aspects of third party contracts, Chief Officers will:

- (i) Comply with any guidance issued by the Chief Finance Officer and will ensure that the appropriate insurance arrangements are made.
- (ii) Ensure that all costs arising from the provision of services to a third party are recovered and hence that there is no subsidy included within the contract.
- (iii) Ensure that the Council is not unnecessarily exposed to the risk of bad debts.

6.3.3 A written agreement must be put in place between the Council and the third party, which details the services to be provided, over what period and at what price; this will be signed by both parties to the agreement. Chief Officers will provide information on the contractual arrangements to the Chief Finance Officer in order that the appropriate disclosures can be made within the Council's annual statement of accounts.

6.3.4 ~~Performance and Contract Management (PCM) Committee~~ Cabinet is responsible for monitoring the contractual arrangements for any significant work for third parties or external bodies. For this purpose, significant is deemed to be contracted annual income from a body that is greater than £100,000.

6.4 ALTERNATIVE DELIVERY MODELS

6.4.1 Services may be commissioned from retained services within the Council or via alternative delivery models. There are various types of alternative delivery model, including, but not limited to:

6.4.1.1 Local Authority Trading Company (LATC)

6.4.1.2 Joint Ventures - set up as separate corporate entities joining two or more parties for the purpose of executing a business undertaking.

6.4.1.3 Charitable incorporated organisation - a corporate entity which is regulated by the Charities Commission

6.4.1.4 Social Enterprises - businesses trading for social and environmental purposes.

6.4.1.5 Outsourcing – a contractual arrangement between the Council and a private provider for the delivery of an agreed service.

6.4.1.6 Social Impact Bonds – contract to achieve agreed social outcomes through a programme of interventions delivered by a number of service providers.

6.4.1.7 Joint Committee – joint bodies set up, by agreement, to discharge or carry out activities in conjunction with others.

6.4.1.8 Unincorporated association

6.4.2 Any proposal to commission services via an alternative delivery vehicle must be developed through the Council's business case governance framework and using the business case template, to ensure that there is a robust planning and decision-making process in place.

6.4.3 Chief Officers are responsible for ensuring that committee approval is obtained before any contract negotiations and/or financial transactions are entered into, and that all agreements and arrangements are properly documented.

7. TRANSPARENCY

7.1.1 To provide transparency in its stewardship of public funds the Council makes information available to the public in relation to its spending, regardless of value. Monthly payment transactions made via purchase card, employee expenses and accounts payable are available to download via the Council's Open Barnet data portal. This brings together all our published datasets and other information of interest on one searchable database for anyone, anywhere to access.

<http://open.barnet.gov.uk/>



Contract Procedure Rules

1 APPLICATION

- 1.1 These Contract Procedure Rules provide the governance structure for the Council to procure works, goods and services.
- 1.2 These mandatory Contract Procedure Rules apply to everyone who commissions or procures contracts on behalf of the Council, including external consultants and third party providers.
- 1.3 Approved Officers (Heads of Service and above) are accountable for all Procurement in their respective area of responsibility including following the Contract Procedure Rules and complying with operational procurement guidelines and codes of practice.
- 1.4 All Officers must ensure that the Council's approved processes and standards for Procurement, as set out in the Procurement Toolkit are adhered to. All information governance, insurance, safeguarding, social value (including Support to Local Community), conflict of interest and business continuity requirements must be adhered to in line with the Procurement Toolkit and the Council's Information Governance Policies.
- 1.5 The [Assistant Director of Commercial and Procurement and the Assistant Director Investment & innovation Customer Services](#) in consultation with the Director of Resources shall maintain and issue the Contract Procedure Rules.
- 1.6 ~~Customer Support Group (CSG)~~ Procurement ~~are~~ ^{is} responsible for ensuring Council awareness and compliance with all relevant Law. Any significant changes to relevant Law will be reflected in these Contract Procedure Rules.

2 SCOPE

- 2.1 The Contract Procedure Rules apply to all Procurement activities, including expenditure of external funding on Procurement, such as grant allocation, received by the Council from external sources and may ~~to~~ apply CIL funding allocations agreed by area committees
- 2.2 The Contract Procedure Rules do not apply to Non-Procurement activities whereby the Council has to pay for a Service which it did not initiate or for payments where it is not appropriate to tender including (but not exclusively) inter-authority and inter-agency payments, subscriptions/memberships, emergency temporary accommodation for vulnerable people, assessments, recoupment and Council grant allocations, including those payments that constitute an investment in the community infrastructure of the Borough. Payments to third parties for these activities are subject to authorisation by Finance.
- 2.3 Where the Council is entering into a Contract as an agent in collaboration with another public body or organisation which is the principal or lead

body in the collaboration, these Contract Procedure Rules apply only in so far as they are consistent with the requirements of the principal or lead body concerned. Where the Council is acting as principal or the lead body, these Contract Procedure Rules will take precedence.

- 2.4 Where the Council's schools have to abide by the Scheme for Financing Schools which requires them to follow Contract Standing Orders (CSO) for Schools, then the CSO for Schools shall take precedence over these Contract Procedure Rules.
- 2.5 These Contract Procedure Rules do not apply to any acquisition or disposal of any interest in land including any transaction in land under section 75 of the National Health Services Act 2006; partnership arrangements between NHS bodies and the Council under section 75 of the National Health Services Act 2006 are not subject to these Contract Procedure Rules though procurement activities undertaken under any such arrangements ~~will~~ may be subject to these Contract Procedure Rules unless such procurement activities are with an NHS body or another contracting authority.

3 CONTRACT VALUE CALCULATION

- 3.1 Contract value means the estimated aggregate or recurring value payable in pounds sterling exclusive of Value Added Tax over the entire Contract period including any form of options or extensions of the Contract. Contract Values inclusive of VAT will determine whether advertising and conduct of procedure as above thresholds is required. Where the Contract term is not fixed the estimated value of the Contract must be calculated by multiplying the monthly spend value by 48 in accordance with Regulation 6 of the Public Contracts Regulations 2015.
- 3.2 Contracts must not be artificially underestimated or disaggregated into two or more separate contracts with the intention of avoiding the application of Contract Procedure Rules or the Law.
- 3.3 In the case of Framework Agreements or Dynamic Purchasing Systems the contract value must be calculated to include the total estimated value, net of VAT, of all the contracts envisaged to be awarded for the total term of the Framework Agreement or the Dynamic Purchasing System.

4 AUTHORISATION

- 4.1 Any Procurement, including extensions and variations to Contracts set out in the Annual Procurement Forward Plan and approved by ~~Cabinet~~ the Policy and Resources Committee, is deemed as Authorised irrespective of the Contract value, subject to 4.3 below.
- 4.2 Any Procurement which has not been Authorised as set out in 4.1 must be Authorised in accordance with the Authorisation and Acceptance

Thresholds set out in these Rules and in [Article 10, Table B, the Allocation of Responsibilities section of the Constitution](#)

- 4.3 Any Procurement authorised via the Annual Procurement Forward Plan is subject to the reporting requirements detailed in the approved Annual Procurement Forward Plan.

5 PROCUREMENT METHOD

- 5.1 The method of procurement is set out in the Authorisation and Acceptance Thresholds and [Article 10, Table B, the Allocation of Responsibilities section of the Constitution](#)
- 5.2 All Procurements for goods and services over £25,000 must be advertised on Contracts Finder within 24 hours of the time when the Procurement is advertised in any other way. Procurement over the tender financial threshold must be advertised since 1 January 2021 in the Find a Tender first and then on Contracts Finder. A Contract award notice must also be published on Contracts Finder. [CSG](#) Procurement will arrange this through provision of softcopy authorised contract from service area to procurement.
- 5.3 Commissioners may decide to award a contract in the form of separate lots and may determine the size and subject-matter of such lots. If commissioners decide not to subdivide into lots they must document the main reasons for their decision.
- 5.4 Where the Council accesses an existing Framework Agreement, the Framework Agreement terms and conditions of contract must be used, amended as appropriate as permitted by the Framework Agreement. Before entering into a Framework Agreement due diligence checks must be carried out to demonstrate that the Council can lawfully access the Framework Agreement and that it is fit for purpose and provides value for money.
- ~~5.5~~ For activities that result in a contractual obligation for social care placements and special education needs where the decision has been made on the Council's behalf (such as court directed order, personal budget/statement request or an individual's specific needs) the authority to sign off to award an individual funding agreement in accordance with the decision-making framework is contained within [the Allocation of Responsibilities section of the Constitution](#)
- ~~5.5~~ [Article 10 \(Decision-Making\) as set out in the Constitution.](#)
- 5.6 Procurement activity for Contracts for certain health, social, community, educational and cultural related services, "Light-Touch Regime Services" whose value is equal to or over the threshold of £663,540 must be tendered and awarded in compliance with the Public Contracts Regulations 2015. Refer to the [CSG](#) Procurement Team to advise on the procedures to be applied in connection with the award of these Contracts.

- 5.7 For Procurements below the tender financial threshold only Suitability Assessment Questions can be asked. This means there can be no SQ stage.
- 5.8 For Contracts under the tender financial threshold the [Assistant Director Commercial & ~~and Procurement~~ Customer Services](#) in conjunction with the Assistant Director Investment and Innovation [Resources](#) may waive the requirement to seek 2 written quotes subject to an Officer Decision being provided, demonstrating that the market-place has been fully tested and the Council has obtained value for money.
- 5.9 The award of Contracts will be based on the most economically advantageous tender assessed from the Council's point of view.
- 5.10 Commissioners shall require tenderers to explain the price or costs proposed in the tender where tenders appear to be abnormally low in relation to the works, goods or services

6 SINGLE TENDER ACTION

- 6.1 A Single Tender Action is the awarding of a Contract to a contractor without undertaking a competitive tendering exercise. This is permitted only in exceptional circumstances and should be approved in advance by the Assistant Director Investment and Innovation and Assistant Director Commercial Services. Procurement advice should be sought in all cases. Exceptional circumstances may include where the works, supplies or services can be supplied only by a particular supplier.
- 6.2 Where a competition has been undertaken and only a single bid has been received the Assistant Director Investment and Innovation and [Assistant Director Commercial ~~and Procurement & Customer Services~~](#) can approve the award of a Contract, subject to an appropriate review being undertaken and an audit trail being available for inspection.

7 CONCESSION CONTRACTS

- 7.1 Concession Contracts are contracts under which the council outsources works or services to a contractor or provider, who then has the right to commercially exploit those works or services in order to recoup its investment and make a return. The key feature is that the contractor/provider bears the operating risk of the arrangement and so has no guarantee of recouping its investment or operating costs.
- 7.2 Concession Contracts must meet certain requirements and advice should be sought from Legal Services and [CSG](#) Procurement.

8 ACCEPTANCE

- [8.1](#) Acceptance of Contracts must be in accordance with [the Allocation of Responsibilities section of the Constitution](#)

~~Article 10 Table B of the Constitution~~, and in all cases is subject to: Budget provision; a compliant Procurement process; and confirmation of acceptable financial status of the contractor.

~~8.18.2~~ Acceptance of Contracts with independent providers of individual placements for children or adults will in the first instance be achieved through approved frameworks or approved lists of providers. Where requirements cannot be met through approved frameworks or approved lists, authority is delegated to the relevant officer of a service area under the scheme of delegation in the council's Constitution to enter into contract with a new independent provider.

~~8.3~~ Acceptance thresholds for Contract extensions and variations are set out in [the Allocation of Responsibilities section of the Constitution](#)

~~8.2~~ ~~Article 10 Table B of the Constitution.~~

~~8.38.4~~ The financial assessment of tenders will be undertaken where they are necessary either by statute, to ensure value for money for the council, or both by the following:

~~8.4.1~~ The relevant service undertaking a procurement if it identifies a requirement for financial assessment to be undertaken for a service/goods contract beneath the Find a Tender tender threshold or beneath the Find a Tender works tender thresholds, or;

~~8.4.2~~ A Financial Officer as delegated by the Director of Resources (Section 151 Officer) if: (a) the contract is valued at Find a Tender Service tender threshold or more, for goods or services; or (b) the contract is valued at Find a Tender Service tender threshold or more for works; or (c) the Director of Resources (Section 151 Officer) considers that the Contract has a significant impact on the council's finances.

9 CONTRACT SIGNING and SEALING

9.1 Every Contract must be in a form approved by Legal services or delegated officer, if its value exceeds £25,000 or where appropriate to the nature of the Contract.

9.2 All Contracts awarded following a Procurement process with a Contract value above the tender financial threshold shall be sealed unless Legal Services or delegated officer directs otherwise.

9.3 Contracts and Framework Agreements must be sealed. Call-off Contracts from a Framework Agreement under the tender financial threshold do not require sealing and need only be signed by a Council Officer in accordance with the Scheme of Delegation.

10 CONTRACT MANAGEMENT

- 10.1 During the life of the Contract Approved Officers must ensure that the Council's approved processes for Contract Management, as set out in the Contract Management Toolkit are adhered to. In particular to ensure continuous improvement and value for money is achieved all Approved Officers must ensure that those responsible for managing Contracts undergo CSG-Procurement approved training

11 EXTENSIONS and VARIATIONS

11.1 Contracts that have been originally advertised with extension options and which contain clear extension options can be extended subject to acceptance under [the Allocation of Responsibilities section of the Constitution](#)

~~11.11.2~~ [Article 10 Table B of the Constitution](#) and ~~U~~nder Regulation 72 of the Public Contracts Regulations 2015 certain amendments, and extensions or renewals of an existing Contract can be made without triggering a requirement for a new Procurement exercise, subject to ~~submit the~~ financial limits. Where necessary seek advice from Legal and CSG Procurement.

11.3 Placement Agreements for individuals in Social Care or Educational Needs may be varied or extended without reference to the Variation or Extension Acceptance levels and documentation set out in [the Allocation of Responsibilities section of the Constitution](#)

~~Article 10 of the Constitution, Table B.~~

11.4 The value referred to in [the Allocation of Responsibilities section of the Constitution](#)

~~11.211.5~~ ~~Article 10 of the Constitution, Table B~~ in the column headed 'Variation or extension Acceptance' is the total value of the original Contract value plus the addition of the value of any extensions and/or variations i.e. the total value of the extended or varied Contract.

~~11.311.6~~ In addition to the requirements of Regulation 72 Contracts may only be extended or varied if all of the following conditions have been met:

11.6.1 the initial Contract was based on a Contract Procedure Rules compliant competitive tender or quotation process;

11.6.2 the value of the extension or variation added to the value of the original Contract does not exceed the original Authorisation threshold as defined in [the Allocation of Responsibilities section of the Constitution](#)~~Article 10 of the Constitution, Table B;~~

11.6.3 the extension or variation has an approved Budget allocation;

[11.6.4](#) if the initial Contract was subject to an UK regulated tender procedure, that the extension option was declared within the Find a Tender contract notice and the original Acceptance report (Delegated Powers Report/relevant Committee Report);

[11.7](#) Where the Procurement results in a Contract which includes a provision for an extension, any Acceptance of that extension needs to be in accordance with [the Allocation of Responsibilities section of the Constitution](#)

~~[11.4](#)[11.8](#) [Article 10 of the Constitution, Table B.](#)~~

~~[11.5](#)[11.9](#) [Save where the modification can be justified under Regulation 72, if](#) any of the conditions at [11.64](#) or [11.75](#) cannot be met, then a new Procurement exercise must be commenced.~~

~~[11.6](#)[11.10](#) Where a variation or extension moves the total value of the Contract into a higher threshold, then acceptance must be sought in accordance with [the Allocation of Responsibilities section of the Constitution](#)[Article 10 of the Constitution, Table B.](#)~~

12 WAIVERS

12.1 If the application of these Contract Procedure Rules prevents or inhibits the delivery or continuity of service, Approved Officers (Heads of Service or above) may apply for a waiver. All applications for a waiver of these Contract Procedure Rules must be submitted to Policy and Resources Committee specifically identifying the reason for which a waiver is sought, including justification and risk.

12.2 Approved Officers may take decisions on emergency matters (i.e. an unexpected occurrence requiring immediate action) in consultation with the [Leader Chairman of Policy and Resources Committee](#) providing they report to the next available [Cabinet Policy and Resources Committee meeting](#), setting out the reasons for the emergency waiver. A copy of the relevant [Cabinet Policy and Resources Committee](#) report must be provided to [CSG](#) Procurement and stored on the Council's contract repository.

Any waiver should only be granted for a maximum period of 12 months, except in exceptional case

Authorisation and Acceptance Thresholds

	Procurement Value	Procurement Commencement Process		Procurement method	Bid Acceptance Process		Variation or Extension Acceptance Process		Contract Requirement
		Authorisation	Documentation		Authorisation	Documentation	Authorisation	Documentation	
A	Under £10,000	Council Officer as designated by approved Scheme of Delegation	Under £10k Audit Form	Reasonable means of selection * and evidence of having sourced and considered the local Barnet supplier market	Council Officer as designated by approved Scheme of Delegation	Under £10k Audit Form	Must move to next threshold if £10,000 or above	Under £10k Audit Form	Purchase Order
B	£10,000 - £24,999	Officer Decision; or <u>Annual Procurement Forward Plan [APFP]</u>	Officer Decision Report; or <u>Annual Procurement Forward Plan [APFP]</u>	Minimum 2 written Competitive Quotations sought**	Council Officer as designated by approved Scheme of Delegation	Officer Decision Report	Must move to next threshold if £25,000 or above	Officer Decision Report	Purchase Order
C	£25,000 - £213,477	Officer Decision; or <u>Annual Procurement Forward Plan [APFP]</u>	Officer Decision Report; or <u>Annual Procurement Forward Plan [APFP]</u>	Minimum 2 written quotations No SQ – Suitability Assessment Questions only	Council Officer as designated by approved Scheme of Delegation	Officer Decision Report	Council Officer as designated by approved Scheme of Delegation	Officer Decision Report	Signed Contract Contract Award Notice
D	£213,477 - £500,000	Delegated Powers Report; or <u>Annual Procurement Forward Plan [APFP]</u>	Officer in Consultation with Theme Committee Chairman Delegated Powers Report; or <u>Annual Procurement</u>	Services/Goods – Find a Tender Works – Competitive Quotation	Council Officer as designated by approved Scheme of Delegation	Officer Delegated Power Report	Council Officer as designated by approved Scheme of Delegation	If within Budget: Officer Delegated Power Report If not within Budget: Officer in Consultation with Theme Committee Chairman Cabinet Report Delegated Powers Report	Signed and sealed contract Contract Award Notice

Contract Procedure Rules

May 2023~~January 2022~~

			Forward Plan [APFP]						
--	--	--	------------------------	--	--	--	--	--	--

	Procurement Value	Procurement Commencement Process		Procurement method	Bid Acceptance Process		Variation or Extension Acceptance Process		Contract Requirement
		Authorisation	Documentation		Authorisation	Documentation	Authorisation	Documentation	
E	£500,000 and above	<u>Cabinet Relevant Theme Committee</u> Report; or <u>Annual Procurement Forward Plan [APFP]</u>	<u>Cabinet Committee</u> Report For items authorised via the Procurement Forward Plan in accordance with reporting requirements detailed in the approved Plan	Competitive quotation for works contracts for values £500,000 to £5,336,937 Works and Concession Contracts: Full Find a Tender above £5,336,937 Goods: Full Find a Tender Services: Full Find a Tender Health, educational, cultural and social care related services: Light Touch Regime Tender above £633,540	Council Officer as designated by approved Scheme of Delegation	If within Budget: Officer Delegated Power Report If not within budget: <u>Theme Committee Cabinet Report</u>	Council Officer as designated by approved Scheme of Delegation	If within Budget: Officer Delegated Power Report If not within budget: <u>Committee Cabinet Report</u>	Signed and sealed contract Contract Award Notice

Contract Procedure Rules

May 2023 ~~January 2022~~

PROCEDURE FOR DEALING WITH COMPLAINTS

Arrangements for dealing with allegations that a Councillor/Member or co-opted member of Barnet Council has failed to comply with the Members' Code of Conduct.

In this procedure the reference to 'Independent Person' means a person appointed by the Council pursuant to Section 28 of the Localism Act 2011, whose views may be taken into account before final decisions upon allegations against Members are taken and who may be consulted by a Member who is the subject of allegations or by the Council.

1. Making an allegation

- 1.1 An allegation that a Member or a Co-opted Member of Barnet Council has failed to comply with the Members' Code of Conduct should be made in writing to the Monitoring Officer if possible using the Complaint Form on the Council's website.
- 1.2 It is important that a person making an allegation provides his/her name and a contact address or email address, so that the Council can acknowledge receipt of the allegation and keep the person informed of its progress. The person must indicate if he/she wants to keep his/her name and address confidential and the Monitoring Officer will consider any such requests.
- 1.3 The Council does not normally investigate anonymous allegations unless there is a clear public interest in doing so.
- 1.4 The Monitoring Officer will usually acknowledge receipt of an allegation within five clear working days of receiving it and will keep the person making the allegation informed of progress.
- 1.5 The Monitoring Officer will inform the councillor against whom an allegation has been made and will give the details of the complaint and remedy sought to them. In exceptional circumstances the Monitoring Officer has the discretion not to inform the Councillor if, in her opinion, to do so would risk an investigation being frustrated or prejudiced in some other way.

2. Assessment of an allegation

- 2.1 The Monitoring Officer will review every allegation received and will consult with an Independent Person. The Monitoring Officer will initially investigate to see if the complaint can be resolved in the Public Interest. ~~to the satisfaction of the complainant and the councillor concerned.~~
- 2.2 The Monitoring Officer will use a number of criteria for assessing complaints, and may consult with Political Party Leaders. The Monitoring Officer may determine that an allegation does not merit any further action, where:
 - 2.2.1 The allegation does not demonstrate a breach of the Members' Code of Conduct; for example it relates to a member's private life to which the Code

does not apply or it is about dissatisfaction with a Council decision or service,
or

- 2.2.2 The allegation doesn't merit investigation on public interest¹ grounds.
 - 2.2.3 It is about someone who is no longer a Member or a Co-opted Member of the Council, or
 - 2.2.4 There is insufficient evidence upon which to investigate and/or the person making the allegation has failed to co-operate with the Monitoring Officer to specify the allegation sufficiently, or
 - 2.2.5 The same or a similar allegation has been investigated and determined, or
 - 2.2.6 It is an anonymous allegation which does not include sufficient documentary evidence to indicate a significant breach of the Member's Code of Conduct, or
 - 2.2.7 The Monitoring Officer facilitates an informal resolution without the need for a formal investigation. This may involve the member accepting that his/her conduct was unacceptable and offering an apology or other remedial action by the Council. ~~If the Monitoring Officer considers an offer of informal resolution is reasonable but the person making the allegation is not willing to accept it, the allegation will be referred to the Standards Committee for determination,~~ or
 - 2.2.8 The complainant is considered to be vexatious,
- 2.3 If the complaint is dealt with under 2.2 above, the Monitoring Officer will promptly notify the complainant and the Member of the outcome, giving reasons for the decision.
- 2.4 The Monitoring Officer may also determine that an allegation merits no further investigation having regard to the following additional criteria:
- 2.4.1 The allegation is not considered sufficiently serious to warrant investigation, or
 - 2.4.2 The allegation appears to be motivated by malice, is trivial or malicious or is 'tit-for-tat', or
 - 2.4.3 The allegation appears to be politically motivated, or

¹ Public Interest Test:

- Is there evidence which supports the complaint?
- Is the conduct something which it is possible to investigate?
- Would an investigation be proportionate and in the public interest?

- 2.4.4 The matter about which the allegation is made took place more than three months prior to receipt of the allegation unless there are exceptional circumstances or it is otherwise appropriate to investigate.
- 2.5 Where the Monitoring Officer considers that an allegation merits further investigation, the Monitoring Officer shall undertake such investigation in accordance with Section 3 below.
- 2.6 The decision as to whether or not an allegation should be investigated will normally be taken within thirty clear working days from receipt of the allegation and in order to make this decision the Monitoring Officer may consult the informal Standards Working Group if the Monitoring Officer is of the view that this is required. The Monitoring Officer will inform the person making the allegation of that decision and if the allegation is to be investigated, an indication of the timescale for the investigation. The Monitoring Officer will keep the person informed if the initial timetable changes substantially.

The Standards Working Group is made up of two elected members and an Independent Person. It is an informal non decision making working group which is set up to be consulted by the Monitoring Officer if required.

3. The Investigation

- 3.1 The Monitoring Officer may conduct the investigation personally or may appoint an Investigating Officer, who may be another senior officer of the Council, an officer of another authority or an external investigator.
- 3.2 The Monitoring Officer/Investigating Officer will decide if they he/she needs to meet or speak to the person making the allegation to understand the nature of the allegation and so that the person can explain theirhis/her understanding of events and identify what documents he/she considers the Monitoring Officer/Investigating Officer needs to see and who theyhe/she considers the Monitoring Officer/Investigating Officer needs to interview.
- 3.3 The Monitoring Officer/Investigating Officer will normally write to the Member against whom the complaint is made and provide themhim/her with a copy of the complaint and ask the member to provide theirhis/her explanation of events and to identify what documents they he/she considers the Monitoring Officer/Investigating Officer needs to see and who they he/she considers the Monitoring Officer/Investigating Officer needs to interview. Where it is appropriate to keep confidential the identity of the person making the allegation the Monitoring Officer/Investigating Officer will delete the person's name and address from the papers given to the Member.
- 3.4 The Monitoring Officer/Investigating Officer has absolute discretion about which are the appropriate witnesses to interview and documents to consider but will follow best practice in conducting investigations. Having considered all relevant documentation identified and having interviewed all relevant witnesses, at the end of the investigation the Monitoring Officer/Investigating Officer will produce a draft report and may where appropriate send copies of that draft report, in confidence, to the person making the allegation and to the member concerned, to give them an

opportunity to identify any matter in that report with which there is disagreement or which is considered to require more consideration.

- 3.5 Where an Investigating Officer has been appointed, having received and taken account of any comments which the person making the allegation and/or the member have made on the draft report, the Investigating Officer will send [their his/her](#) final report (the Investigation Report) to the Monitoring Officer for the latter's consideration. ~~prior to onward transmission to the Standards Committee where appropriate.~~
- 3.6 Where the Monitoring Officer has undertaken the investigation personally, having received and taken account of any comments which the person making the allegation and/or the member have made on the draft report, and, where appropriate, having sought to achieve an informal resolution, the Monitoring Officer shall submit the Investigation Report to the Standards ~~Working Group Committee and the Independent Person.~~ [The Standards Working Group will be consulted on the next steps in the process for example, can the matter be resolved at this stage or does it need to proceed to the formal Standards Committee Sub Committee.](#)

4. The Pre-Hearing Process and Hearing

- 4.1 A Member or Co-opted Member who is the subject of a complaint which proceeds to a hearing [of the Standards Committee Sub Committee](#) has the right to be legally represented or accompanied at the hearing.
- 4.2 In advance of the Hearing the Monitoring Officer (and/or her nominees) will:
- 4.2.1 agree a date for the hearing with all the relevant parties;
 - 4.2.2 provide a timetable for the Member to provide details about whether they wish to give evidence (and whether orally or in writing) at the hearing and any witnesses they intend to call, and additional papers they may wish to provide in time for inclusion in the committee papers;
 - 4.2.3 establish whether the member will be represented or accompanied at the hearing;
 - 4.2.4 establish whether the member wishes any part of the Investigation Report to be kept confidential or the Hearing itself to be held in private, and the reasons for this;
 - 4.3.5 provide information about the procedure to be used at the hearing;
 - 4.3.6 establish whether the member disagrees with any of the findings of fact in the Investigation Report;
 - 4.3.7 establish whether the Investigating Officer intends to call any witnesses.
- 4.3 Wherever possible hearings conducted by the Standards Committee Sub-Committee shall take place within three calendar months of the completion of the Investigation Report.
- 4.4 At the hearing, the Monitoring Officer/Investigating Officer will present the Investigation Report, call such witnesses as he/she considers necessary and make representations to substantiate his/her conclusion that the member has failed to comply with the Code of Conduct. For this purpose, the Monitoring

Officer/Investigating Officer may request the person making the allegation to attend and give evidence to the ~~Standards~~ Committee.

4.5 The member will then have an opportunity to give his/her evidence, to call witnesses and to make representations to the Standards Committee Sub Committee as to why they ~~he/she~~ considers that they ~~he/she~~ did not fail to comply with the Members' Code of Conduct.

4.6 If a Member fails to attend the hearing, the Standards Committee Sub Committee may decide to proceed in the Member's absence and make a determination, or to adjourn the hearing to a later date.

4.7 Full details of the process to be undertaken at the hearing are contained in the Hearing Procedure note comprising Appendix A to these arrangements.

4.8 The Standards Committee Sub Committee, having sought and taken into account the views of the Independent Person may conclude:

4.8.1 that the member did not fail to comply with the Members' Code of Conduct, and dismiss the complaint, or

4.8.2 that the member did fail to comply with the Members' Code of Conduct.

4.9 In the event of a finding under Paragraph 9.7 (b) above, the Chair will inform the member of this finding and the Standards Committee Sub Committee will then consider what action, if any, it should take as a result of the member's failure to comply with the Members' Code of Conduct. In doing this, the Standards Committee Sub Committee will give the member an opportunity to make representations to the Committee as to whether any action should be taken and what form any action should take and will seek and take into account the views of the Independent Person. It will then decide what action, if any, to take in respect of the matter.

4.10 In the event that votes are tied on a finding on a complaint the Committee will determine that the Member has not breached the Code of Conduct and the allegation will be dismissed.

5. Action which may be taken where a member has failed to comply with the Code of Conduct

5.1 Having determined that a member has failed to comply with the Members' Code of Conduct, the Committee may:

5.1.1 Publish its findings in respect of the Member's conduct;

5.1.2 Report its findings to Council for information;

5.1.3 Issue the Member with a formal censure or reprimand, a report of which may be submitted to Council

5.1.4 Recommend to the Member's Group Leader (or in the case of ungrouped members, recommend to Council

or to Committees) that he/she be removed from any or all Committees or Sub-Committees of the Council;

5.1.5 Instruct the Monitoring Officer to arrange training for the member;

5.1.6 Recommend to Council that the member be removed from outside appointments to which he/she has been appointed or nominated by the Council

5.1.7 Withdraw facilities provided to the member by the Council, such as a computer, website and/or email and internet access; or

5.1.8 Exclude the member from the Council's Offices or other premises, with the exception of meeting rooms as necessary for attending Council, Committee and Sub-Committee meetings.

5.1.9 Take no further action

5.1.10 Any other appropriate sanction which may be available to the Committee.

5.2 The Standards Committee Sub Committee has no power to suspend or disqualify the Member or to withdraw members' or special responsibility allowances.

5.3 At the end of the hearing, the Chair~~man~~ shall state the decision of the Standards Committee Sub Committee as to whether the Member failed to comply with the Code of Conduct and as to any action which the Committee has resolved to take.

5.4 As soon as reasonably practicable thereafter, the Monitoring Officer shall prepare a formal decision notice after consultation with the Chair~~man~~ of the Committee, and send a copy to the person making the allegation; to the member concerned; make that decision notice available for public inspection and report the decision to the next convenient meeting of the Council.

6. Appeals

6.1 There is no right of appeal for either the person making the allegation or for the Member against whom the allegation is made, against a decision of the Monitoring Officer or of the Standards Committee Sub Committee.

7. Reports

7.1 The Monitoring Officer will submit a report to the Constitution and General Purposes Governance, Audit, Risk Management and Standards Committee at annual intervals to inform the Committee about all complaints which have been received during the year.

Hearing Procedure

The model procedure which follows comprises good and equitable practice and should be followed closely wherever possible. There may be occasions when circumstances require variations and subject to the maintenance of the principles of natural justice these may be effected at the discretion of the Standards Committee [Sub Committee](#) and advised to the parties

1. The Chair~~r~~man shall facilitate introductions and explain the procedure for the hearing.
2. The Monitoring Officer/Investigating Officer shall be invited to present [their his/her](#) Investigation Report including any documentary evidence or other material and to call witnesses as required. This report and documentary and witness evidence must be based on the allegation made to the Council; no new or additional matters will be allowed.
3. The Member against whom the allegation has been made or [their his/her](#) representative may question the Monitoring Officer/Investigating Officer upon the content of the Investigation Report and any witnesses called by the Monitoring Officer/Investigating Officer. This is the Member's opportunity to ask questions arising from the Investigation Report and the direct evidence and not to make a statement.
5. Members of the Sub-Committee may question the Monitoring Officer/Investigating Officer upon the content of the Investigation Report and any witnesses called by the Monitoring Officer/Investigating Officer
6. The Member against whom the allegation has been made or his/her representative may present [their his/her](#) case and call witnesses as required.
7. The Monitoring Officer/Investigating Officer may question the Member and any witnesses
8. Members of the Committee may question the Member and any witnesses.
9. The Monitoring Officer/Investigating Officer may sum up the investigation into the allegation and make a closing speech.
10. The Member or his/her representative may sum up his/her case and make a closing speech.
11. The Chair shall invite the parties to withdraw to enable the Committee to deliberate upon the allegation. Prior to reaching a determination the Committee shall seek and take into account the views of the Independent Person.
12. The parties shall be invited to return and the Chair~~r~~man shall announce the Committee's decision in the following terms:-
 - 12.1 The Committee has determined that the Member has failed to comply with the Code of Conduct, or

- 12.2 The Committee has determined that the Member has not failed to comply with the Code of Conduct and the allegation is dismissed.

The Committee will give reasons for its decision.

13. If the Committee has determined that the Member has failed to comply with the Code of Conduct it shall consider any representations from the Member as to whether any action should be taken and what form any action should take.

14. The Chairman shall invite the parties to withdraw to enable the Committee to deliberate upon what action if any should be taken. Prior to reaching a determination the Committee shall seek and take into account the views of the Independent Person.

15. In addition to any action upon the current matter, the Committee shall consider whether in consequence it should make recommendations to the Council with a view to promoting high standards of conduct amongst Members.

16. The parties shall be invited to return and the Chairman shall announce the Committee's decision

17. A full written decision shall be issued to the Complainant and the Member within ten clear working days following the hearing and shall be published.

Code of Conduct

1. Introduction

1.1 Council employees are delivering a service to the public using taxpayers' money, and as such the council expects them to exhibit exemplary standards of behaviour and conduct. Employees are expected to adhere to the seven Principles of Public Life (the "Nolan Principles"):

- **Selflessness** – acting solely in the public interest
- **Integrity** – avoiding conflicts of interest and undue influence
- **Objectivity** – taking decisions impartially without discrimination or bias
- **Accountability** – being open to scrutiny
- **Openness** – being transparent about decisions and actions
- **Honesty** – truthful at all times
- **Leadership** – exhibit the right behaviours and challenge poor conduct

1.2 Where a member of staff believes there is or may be a conflict of interest affecting their ability to work in this way, the expectation is that they will declare this potential conflict in a timely manner, and before it comes to light by some other means. Failure to make a declaration where there is subsequently discovered to be grounds for doing so, may be treated as a disciplinary issue.

1.3 In addition to the duties of their post, Council employees have an obligation to comply with statutory duties as set out in relevant legislation including (but not limited to), the Data Protection Act 2018 and the Equality Act 2010.

1.4 The National Joint Council for Local Government Services (the Green Book) and the Constitution Salaries Conditions of Service (Joint Negotiating Committee for Chief Officers of Local Authorities) states: "Employees will maintain conduct of the highest standards that public confidence in their integrity is sustained. Local codes of practice will be developed to cover the official conduct and the obligations of employees and employers."

1.5 This Code of Conduct applies to all employees under a contract with the council. Governing bodies of non-community schools and partner organisations in receipt of public funds should be encouraged to adopt this Code of Conduct.

2. Standards

2.1 Council staff are expected to give the highest possible standard of service to the public, and to provide appropriate advice to Councillors and fellow members of staff with impartiality. They will be expected to raise matters without fear of recrimination to their manager or Senior manager or if they do not wish to do that, to bring it to the attention of the Chief Executive or make a report via the whistle blowing policy. In the event that the matter relates to the Chief Executive it should be raised with the Council's Monitoring Officer.

3. Council Information

- 3.1 The Council's policies on information management and security can be found on the staff intranet. These policies outline responsibilities for the management and security of Barnet Council information. It is a condition of employment at Barnet Council that staff work at all times in accordance with these policies. The policies may be amended and added to from time to time and the intranet site will show the most recent policies which staff must observe. Line managers are responsible for ensuring that staff are supported in complying with council information management (IM) policies and they should identify to their line manager any concerns that prevent compliance with the policies. The council will consider very seriously any alleged breaches of these policies which may be dealt with under the Council's Disciplinary Procedure. Employees are required to complete training periodically on this subject.
- 3.2 It is generally accepted that open and transparent government is best. The law requires that certain types of information must be available to elected members, auditors, government departments, service users and the public. The Council itself may decide to be open about other types of information. Staff must be aware of the authority's policies and of their duties in relation to the handling of both personally and commercially sensitive information. If in doubt guidance should be sought from management before information is disclosed.
- 3.3 The council has a process for dealing with information requested under the Freedom of Information Act.. All requests made under the FOI legislation must be passed to the FOI team where they will be logged and tracked. Each directorate has an FOI Link Officer responsible for co-ordinating responses and ensuring that the directorate is compliant.
- 3.4 Staff should not use any information obtained in the course of their employment that is not in the public domain for personal gain or benefit, nor should they pass it on to others who might use it in such a way.
- 3.5 Information received by an employee from a Councillor which is personal to that Councillor and does not belong to the Authority should not be divulged by the employee without the prior approval of that Councillor, except where such disclosure is required or sanctioned by the law.

4. Political neutrality

- 4.1 Staff must conduct their council duties in a politically neutral manner without regard to their personal political persuasions. This includes such matters as email sign offs promoting political organisations.
- 4.2 They must serve all Councillors and not just those of the controlling group and must ensure that the individual views of all Councillors are respected.
- 4.3 Subject to the authority's conventions, staff may also be required to advise political groups, in ways which do not compromise their political neutrality.

4.4 The council maintains a list of politically restricted posts. Holders of posts designated politically restricted will have this stated in their contract. They have limitations placed upon them in terms of active membership of political parties or holders of office within them. They are restricted to membership of a political party without playing any active role within the party or undertaking any canvassing.

4.5 Staff, whether or not politically restricted, must follow every lawful expressed policy of the authority, regardless of their personal or political opinions.

5. Relationships

5.1 Councillors

5.1.1 Staff are responsible to the authority through its senior managers. For some, their role is to give advice to Councillors and senior managers and all are there to carry out the authority's work. Mutual respect between staff and councillors is essential to good local government. Close personal familiarity between staff and individual Councillors can damage the relationship and prove embarrassing to other staff and Councillors and should therefore be avoided.

5.1.2 No personal matters to do with an employee's job should be raised with Councillors directly, but should be referred through the accepted Council procedures. In the same way, allegations or claims about other employees should be referred to the appropriate manager and not raised directly with Councillors. Employees should not use Councillors to by-pass formal Council procedures in any way, for example, to influence the outcome of a disciplinary action.

5.1.3 The council has protocols and etiquette around working with Councillors and managers should ensure new recruits are aware of these.

5.2 The Local Community and Service Users

5.2.1 Staff should always remember their responsibilities to the community they serve and ensure courteous, efficient and impartial service delivery to all groups and individuals within that community as defined by the policies of the authority.

5.3 Contractors

5.3.1 All relationships of a business or private nature with external contractors, or potential contractors, should be made known to the appropriate manager. Orders and contracts must be awarded on merit, by fair competition against tenders and no special favour should be shown to businesses run by, for example, friends, partners or relatives in the tendering process. No part of the local community should be discriminated against.

5.4 Soliciting or being solicited for employment

5.4.1 Where Council staff engage in discussions about future employment with any organisation, contractor or partner with whom the council either has a contractual relationship or is in the negotiation stages of a possible contractual arrangement

then this must be declared prior to being developed further to: the Head of Service or Chief Officer as appropriate, or Chief Executive where the person is themselves a Head of Service or Chief Officer. The Council reserves the right to temporarily redeploy staff to a suitable alternative post where such discussions are taking place.

5.5 Managers will make a note of relationships and personal interests, declared to them by staff, any risks identified and the mitigating action taken and send this note to the Human Resources unit who will keep this information on the employee's personal file.

6. Recruitment, Employment and promotion of Relatives

6.1 Staff involved in all types of recruitment, whether to permanent, fixed term or casual roles, should ensure that these selection decisions are made on merit. It would be unlawful for an employee to make an appointment or promotion which was based on anything other than the ability of the candidate to undertake the duties of the post.

6.2 The Council recognizes that employees are entitled to privacy in their personal affairs, and have the right to enjoy a private life. However, all employees are expected to avoid placing themselves in situations in which their personal relationships may create actual or perceived conflicts of interest. Such conflicts could occur in the following situations. However, these are illustrative and not exhaustive:

- 6.2.1 Applying for a position at the council without declaring a relationship with a councillor or existing officer
- 6.2.2 Being involved in recruitment or promotion decisions where candidates are relatives or close friends
- 6.2.3 Being involved in tendering processes where potential tenderers are closely related or where a financial interest exists
- 6.2.4 Commencing a relationship with a colleague where that relationship could create conflicts of interest (e.g. between a line manager and employee) – in such cases employees are required to notify their senior manager

6.3 In all cases, employees should seek advice where a potential conflict of interest may occur. Such advice can be obtained confidentially from Human Resources or the Monitoring Officer

7. Additional Employment

7.1 Staff should be clear about their contractual obligations and should not take outside employment or engage in any business which conflicts with the authority's interests.

7.2 Staff must not use the Council's contacts and suppliers in order to set up a venture on their own account, in competition with or to the detriment of the council.

7.3 Current policy in Barnet (but subject to each individual case being considered on its merits and in accordance with the Council's procedures), states that in order to avoid any conflict of interests, all staff involved in any proposed Management Buy Out be

given unpaid leave of absence pending a conclusion or, if directly involved in negotiating the buy out, be suitably separated from any conflicts of interest that may arise.

7.4 Staff must not take up any other employment or engage in any business without written approval.

7.5 Approval to undertake additional employment or engage in any business will depend on the circumstances of the Officer's particular situation. Any additional employment must not in the view of the Authority be likely to conflict with or be detrimental to the Authority's interests or in any way weaken public confidence in the conduct of the Authority's business. Situations where staff fail to seek permission or disclose details of their additional employment will be dealt with under the Council's Disciplinary Rules and Procedure and could result in the employee's dismissal for gross misconduct.

7.6 Assistant Directors and above are empowered to decide whether officers should be permitted to take up part-time employment or engage in any business in addition to their full or part-time appointment with the council. The decision in this respect should be communicated in writing to the employee concerned. A copy must be placed in their personal file. Requests from AD and above should be referred to the Chief Executive for a decision.

7.7 With regard to holders of job share or part-time posts, each case will be looked at on an individual basis by the AD or Chief executive as appropriate.

7.8 Employees may, and are encouraged to, take up unpaid roles, such as being trustees or governors. However, they should still declare the role as an interest, and must seek approval from their chief officer if the time commitment required for the role is likely to impact on their employment (see 9 below)

7.9 Where in doubt, staff should seek advice from their AD.

8. Intellectual property

8.1 Intellectual property is a generic term that includes inventions, applications, programmes, creative writings and drawings. If these are created by the employee during the course of employment, then as a general rule they belong to

the employer. However, various Acts of Parliament cover different types of intellectual property.

8.2 Inventions and Patents

Under the Patents Act 1977 inventions are the property of the employer if they have been made either

- 8.2.1 in the course of the employee's normal duties or in the course of duties specifically assigned to the employee falling outside their normal duties, and in both cases where invention might reasonably be expected;
- 8.2.2 in the course of the employee's duties and at the time the employee had (because of the nature of his or her duties and particular responsibilities arising from them) a special obligation to further the interests of the employer.

9. Conflict of interest

9.1 Staff must declare any non-financial interests that they consider could bring about conflict with the authority's interests e.g. involvement with an organisation or pressure group which may seek to influence their authority's policies or acting as a School governor within schools maintained by the authority.

9.2 Where a worker believes there is or may be a conflict of interest affecting their ability to work in this way, the expectation is that they will declare this potential conflict in a timely manner, and before it comes to light by some other means. Failure to make a declaration where there is subsequently discovered to be grounds for doing so, will be treated as a disciplinary issue.

9.3 Further guidance notes will be issued with the declaration form that will be used to declare interests, to distinguish the types of membership of groups that require to be declared. It is not intended for staff to declare membership of legitimate political parties or Trade Unions.

9.4 Any interests, financial or otherwise which could conflict with the authority's interests must be declared e.g. involvement with an organisation applying for or receiving grant aid from the authority, or involvement with an organisation that is seeking to contract with the council or is already a contractor or client. It is accepted that some staff may be members of organisations and groups and have no active involvement in the group. However, there is an expectation that where an employee is involved in the running of the group or organisation, has a financial interest or otherwise, or is involved as a Committee member, or in the decision making process, that this would be declared. Likewise those who are asked to undertake work in response to a request from a group or organisation of which they are a member would be wise to declare their membership.

9.5 Staff must declare membership of any organisation not open to the public without formal membership and commitment of allegiance and which has secrecy about rules, membership or conduct.

9.6 The completed declaration of interest form will be reviewed by an appropriate AD to consider any action that may be necessary before being placed on the employee's personal file.

- 9.7 The declaration of interest is not a historical document to reflect the situation at time of entry to the council's employment, rather an evolving document that must be kept up-to-date. It is the responsibility of the employee to ensure that as their circumstances change during the time of their employment that they keep their declaration up-to-date. Should an employee need to amend or review a declaration they must contact HR and complete a new declaration and send this to the appropriate AD for review before it is placed on personal files.
- 9.8 Declaration forms are securely stored and would not be open for inspection to staff, other than by their Senior Managers (at AD level) or HR. These managers/HR may need to check declaration forms should either membership of an organisation or pressure group emerge or, should there be suspicion that a relationship has emerged which was relevant to the staff member's duties and is contrary to the Code of Conduct. FOI requests relating to such information, would be redacted to ensure identifying information is excluded..
- 9.9 Any member of staff who is in any doubt as to whether or not specific outside interest exists and should be declared should contact their AD for guidance.
- 9.10 All staff involved in procurement activity should ensure that they are familiar with procurement policies and procedures, especially with regard to conflicts of interests and make declarations of interests as appropriate.

10. Workers and Residents

- 10.1 In circumstances, where an LBB worker who is also a resident of LBB wishes to make an opinion about the policies being followed by the Council then such expressions of opinion must make clear that the person concerned is expressing an opinion as a resident of LBB and not as a Council worker.
- 10.2 The worker must ensure that they do not divulge any information that is not already in the public domain.
- 10.3 Where opinions are expressed on TV, film, website, social networking site or in photographs, the worker must not wear any badges or clothing which would readily identify the individual as a worker at the Council.
- 10.4 Should a worker express an opinion without making clear that he or she is making that opinion as a resident of LBB or he or she is wearing badges or clothing that readily identifies the individual as a worker at the Council, he or she may be subject to a disciplinary process.
- 10.5 Notwithstanding the above, employees should not, in any circumstances, act in a way that would bring the council into disrepute, and to do so would be a disciplinary matter.
- 10.6 Council staff who are Trade Union officials must not make statements about council business without making it clear that this is in their official union capacity in accordance with agreed working protocols.

11. Equality Diversity and Inclusion (EDI)

11.1 The council is committed to promoting equality, diversity and inclusion, and expects all of its employees to act in a way that supports this. As well as complying with all aspects of the Equality Act 2010, employees are also expected to support the Council's 6 Equality, Diversity and Inclusion (EDI) workforce goals :

11.1.1 We have an inclusive culture, based on an empathic understanding of people's life situations and lived experiences

11.1.2 Our workforce is representative of the communities we serve, at all levels

11.1.3 Our working environment is safe and supportive, free from discrimination, bullying, harassment and micro-aggressions, where all staff can bring their whole selves to work

11.1.4 All staff are given the opportunity to grow and develop

11.1.5 Barriers to equality are better understood and eliminated

Equalities, diversity and inclusion are promoted at all levels of the council, internally and externally-

11.2 All staff should ensure that policies relating to equality issues as agreed by the authority are complied with in addition to the requirements of the law.

All members of the local community, customers and other employees and workers have a right to be treated with fairness and equity.

12. Separation of Roles During Tendering

12.1 Staff involved in the tendering process and dealing with contractors should be clear on the separation of client and contractor roles within the authority. Senior staff who have both a client and contractor responsibility must be aware of the need to demonstrate accountability and openness.

12.2 Staff in contractor or client units must exercise fairness and impartiality when dealing with all customers, suppliers other contractors and sub-contractors.

12.3 Staff who are privy to confidential information on tenders or costs for either internal or external contractors should not disclose that information to any unauthorised third party or organisation.

12.4 Staff should ensure that no special favour is shown to current or recent employees and workers or their partners, close relatives or associates in awarding contracts to businesses.

13. Use of Financial Resources

13.1 Staff must ensure that they use public funds entrusted to them in a responsible and lawful manner. They should strive to ensure value for money to the local community and to avoid legal challenge to the authority.

13.2 In addition, staff must consider financial matters solely with regard to the public interest and in accordance with the council's financial regulations.

14. Corruption

14.1 It is a serious criminal offence in an official capacity, to corruptly receive or give

any gift, loan, fee, reward or advantage for doing, or not doing, anything, or showing favour or disfavour, to any person, group or organisation. If it is proved that some kind of reward was given to or received by the employee, then the onus is on the staff member to disprove corruption.

15. Gifts, Hospitality and Sponsorship

- 15.1 In the course of their work for or on behalf of the Council staff may be offered gifts, hospitality or sponsorship by contractors, consultants, clients or other members of the public. In some instances, accepting such gifts could place staff in a serious predicament, open to allegations of bribery and corruption, disciplinary proceedings and or criminal investigation.
- 15.2 These guidelines are designed to protect workers from such allegations, proceedings or investigations. It is essential that workers are open, and not secretive in their relationships with outside agencies and at all times act in a manner that will protect the integrity and reputation of the Council. Under no circumstances should gifts, hospitality or sponsorship be accepted to give personal, commercial, regulatory or contractual advantage (acceptance of bribes). All workers are required to have an understanding and awareness of the Counter Fraud Framework – Bribery Policy Statement and Procedure.
- 15.3 Accepting bribes is a matter to be investigated by the Corporate Anti Fraud Team (CAFT) and could result in prosecution.
- 15.4 Staff should not routinely accept gifts and hospitality.
- 15.5 Any gift, hospitality or sponsorship that is offered in connection with work undertaken for the council (whether accepted or not) must be recorded in writing, immediately on receipt, or offer, on the Hospitality, Gifts and Sponsorship Declaration Form. For the avoidance of doubt, it is required to fully complete the declaration form on each and every occasion that an offer of a gift, hospitality or sponsorship is made, unless there is an exemption for gifts, etc. below a specified value threshold.
- 15.6 After completion, the declaration form must then be passed immediately to the line manager. Once the line manager has completed their section they should then immediately pass the declaration form to the council's Monitoring Officer. The Monitoring Officer will consider if further action is appropriate. The Monitoring Officer will then pass the declaration form to a Governance Officer for inclusion in the central register recording receipt/offers of gifts, hospitality and sponsorship to Council officers. In the interests of transparency the council may publish the "gifts hospitality and sponsorship" register, but will delete personal data, where it is appropriate to do so.
- 15.7 **Minor gifts/hospitality under £25**, e.g. calendars, diaries, stationery items, need not be recorded. The same applies to the receipt of minor hospitality e.g. tea and biscuits. Where unsolicited gifts, with a value of less than £25, such as a bottle of wine, food, confectionery, etc are offered, these can be accepted, and if not capable of sharing with colleagues, residents/users (e.g. of a social services' establishment), they should be donated to the Mayor's charity. Staff should declare multiple gifts received (in a period of 12 months) from the same donator/company whether or not they exceed £25.

- 15.8 **Gifts of higher value**, e.g. cases of spirits, clothes, jewellery, holiday bookings, holiday discounts and electrical equipment, must not be accepted and, if received, should be returned to the sender, but must still be recorded on the declaration form as having been received and returned unused or as directed by the Head of CAFT (to whom such gifts must be separately reported by you)
- 15.9 **Cash, Cheques, Money Orders** or any monetary form offered to or received as a gift or otherwise must not be accepted, under any circumstance, and any such offers must still be recorded on the declaration form as having been received and returned unused or as directed by the Head of CAFT (to whom such offer or receipt must be separately reported by you)
- 15.10 **Discounts** It is not permitted, on a personal basis, take advantage of discounts which have been offered or negotiated by the Council with its suppliers for the purchase of goods, materials or services, unless the discount has been negotiated specifically as a benefit available to all staff or to a specific group of staff (of which the individual claiming the discount is a member).
- 15.11 **Hospitality.** The Council recognises that from time to time there is a need for certain officers to attend business functions where they may receive hospitality in the form of light refreshments, drinks and/or meals. Such hospitality may be accepted when provided in the course of normal business - e.g. lunch at a contractor's expense during a business meeting or function, provided that it is recorded in the gifts, hospitality and sponsorship register (subject to the exemption for minor hospitality previously referred to). If the offer of alcohol is accepted, vehicles must not be driven until an appropriate time has elapsed for the alcohol to have left the system. Individuals should consider whether the acceptance of hospitality could affect or may reasonably be perceived as likely to affect the outcome of a business transaction involving the Council or may otherwise be reasonably perceived as not appropriate and/or not bona fide expenditure.
- 15.12 **Prestige Events.** Invitations to prestige events, such as Wimbledon and Royal Ascot and other events such as football matches, theatre, opera, or weekend breaks must not be accepted, and offers must be recorded on the declaration form. Consideration may be given to attendance at certain events if that attendance is in connection with the business purposes or otherwise in the interests of the Council, but authorisation must be obtained from your line manager and approved by the Monitoring Officer before any attendance and this must be recorded on the declaration form.
- 15.13 **Sponsorship.** Attendance at sponsored conferences and other business related events would be permissible provided that such attendance is either necessary for the business purposes or otherwise in the interests of the Council or it is normal practice for officers in local authorities or other public bodies to attend. Attendance must be recorded on the declaration form.
- 15.14 **Council workers providing personal care**, such as Care Workers, Home Helps and Wardens of sheltered housing accommodation can sometimes be offered jewellery, money or other gifts, or bequests of substantial value by clients. There are special considerations when dealing with elderly, confused or otherwise

vulnerable clients, as accepting such gifts may place staff in a vulnerable position. Any such offers from clients, or their relatives, friends or other members of the public, must be reported immediately to the line manager. Where-ever possible gifts from clients should be refused, and they may only be accepted if to refuse would give offence, they are under the value of £25, a declaration form has been completed (even though below the normal value threshold) and with the prior consent of the employee's line manager and the Monitoring Officer.

15.15 No gifts or hospitality are to be accepted from contractors who are considering or submitting a tender during a tendering period.

15.16 Records may be subject to inspection.

15.17 Failure to adhere to this code of practice will be regarded as gross misconduct and could lead to dismissal.

16. Sponsorship – Giving and Receiving

16.1 Where an outside organisation wishes to sponsor a local government activity, whether by invitation, tender, negotiation or voluntarily, the basic conventions concerning acceptance of gifts or hospitality apply. Particular care must be taken when dealing with contractors or potential contractors.

16.2 Where the authority wishes to sponsor an event or service neither an employee nor any partner, spouse or relative must benefit from such sponsorship in a direct way without there being full disclosure to an appropriate manager of any such interest. Similarly, where the authority through sponsorship, grant aid, financial or other means, gives support in the community, staff should ensure that impartial advice is given and that there is no conflict of interest involved.

17. Use of Internet, Intranet and e-mail facilities

17.1 The council's electronic assets, including PC/laptop/phone, e-mail, Internet web access and Intranet facilities are provided to assist council business and are not intended for personal use. (See the Information Governance (IG) policies and procedures for detailed guidance).

17.2 Accessing, storing or transmitting offensive material via e-mail, the Internet or the Intranet is expressly prohibited. Offensive material includes, but is not limited to, pornographic, racist, terrorist and sexist material.

17.3 The usage of web and e-mail addresses will be logged and audited on a regular basis. Any apparent misuse of these facilities may lead to disciplinary action being considered.

17.4 Up-to-date information on the council's Acceptable Use Policy is available on the Internet and should be regularly reviewed by users of the council's Internet and Intranet facilities. The use of all social media by workers of the council, including the use of authorised and personal social media channels, must be in accordance with the specific terms and general spirit of the Code of Conduct that requires staff to exhibit exemplary standards of behaviour. In particular, the use of social media must

comply with the terms of section 3 (Council Information), section 10 (Workers and Residents) and section 17 above (Use of Internet, Intranet and email facilities). For the avoidance of doubt, social media may not be used in any way that:

17.4.1 Breaches the security of Barnet Council information, as set out in the council's information management policies, including the transference of information to third parties and/or third party social media channels.

17.4.2 Makes unauthorised comments on council policy or business in any way that may be construed as being made by a representative or worker of the council.

17.4.3 Brings the council into disrepute

17.4.4 Circumvents or otherwise inhibits the council's whistleblowing policy and management thereof.

17.5 Failure to comply with any of the above will be fully investigated under appropriate policies and could result in disciplinary action.

18. Application of the Code of Conduct

18.1 There will be specific mention of the Code of Conduct in the contract of employment for new starters and that they could be required to declare interests after the selection process but before taking up their posts.

18.2 Any apparent breaches of this Code of Conduct will be fully investigated by the appropriate manager and any proceedings would follow the normal disciplinary procedures of the Council and in serious cases could also result in prosecution.

18.3 If anyone has any concerns about improper conduct or malpractice or abuse within the Council or to any of its service users and wish confidentiality when reporting a concern, they are encouraged to use the whistleblowing policy which can be found on the intranet in the HR Staff Handbook section.

19. Criminal Offences

19.1 It is a condition of employment that employees notify their manager immediately if they are charged, cautioned or convicted of a criminal offence, including offences against children. Personal information which you supplied to the Council will be stored on computer systems and will, therefore be subject to the provisions of the Data Protection Act 2018.

20. Fraud

20.1 The council is under a duty to protect public funds it administers. To this end any information which the council obtains as a consequence of your employment may be used for the detection of fraud. The information may, where necessary, be used by the council and provided to other bodies administering public funds for the detection of fraud.

**HOSPITALITY, GIFTS AND SPONSORSHIP DECLARATION
FORM (Page 1 of 2)**

NB this will be an online process

Date hospitality, gift or sponsorship offered/received:

Name of person offered/receiving the hospitality, gift or sponsorship:

Work address:

Directorate:

Hospitality, gift or sponsorship received from:

Details of hospitality, gift or sponsorship offered/received:

Approximate value of hospitality, gift £
or sponsorship offered/received:

Declaration: *(please delete as appropriate)*

1. The hospitality, gift or sponsorship was offered but was declined.
2. I declare that the gift/hospitality/sponsorship has been/will be accepted and is entirely consistent with the requirements of the Council's Code of Practice on Gifts, Hospitality and Sponsorship and that no business decisions have or will be influenced by the acceptance and that no advancements or personal gain have been or will be obtained.

I confirm that I have read and understand the Code of Practice on Gifts, Hospitality and Sponsorship and the Bribery Policy Statement and Procedure – Counter Fraud Framework and have made all necessary declarations during the last year.

Print Name:

Signed and dated:

(If the declaration is made **by e-mail**, state by e-mail in the signature box above)

**HOSPITALITY, GIFTS AND SPONSORSHIP DECLARATION
FORM (Page 2 of 2)**

<p>Managers Statement:</p>	<p>I confirm that I have been made aware of the stated hospitality, gift or sponsorship that has been offered to or received by the above named member of staff for whom I have line management responsibility. I consider the action taken by the member of staff to be reasonable and it has my approval/ I have taken the following action with regard to the matter:</p>
<p>Print Name:</p>	
<p>Signed and Dated:</p>	
<p>Monitoring Officer statement:</p>	<p>I confirm that I have been made aware of the stated hospitality, gift or sponsorship that has been offered to or received by the above named member of staff. I have taken account of the line manager's comments. I consider the action taken by the member of staff to be reasonable and it has my approval / I have taken the following action with regard to the matter:</p>
<p>Print Name:</p>	
<p>Signed and dated:</p>	
<p>To be completed by Governance Officer as confirmation of inclusion in register Print Name</p>	
<p>Signed and dated</p>	

Declaration of Interest Form Definition

If a member of staff is a close relative, a friend, a personal acquaintance, a Councillor or have had any form of relationship either present or past, the relationship must be declared to the Assistant Director or Director.

- The relationship must be declared to the Director for them to review the information detailed on the form and make an informed decision on any action to be taken.
- **For example:** make a change to line management responsibilities, review interview panel members, change decision making responsibilities for employment by instructing the employee **not** to be involved in any recruitment and selection decision, pay including provision of overtime, grading, training, appraisal, disciplinary, grievance decisions.
- If you **fail to seek permission or disclose details** of any relationship it could be dealt with under the Disciplinary procedure and **could** result in dismissal

I declare that I have a “close relationship” with

Decision and rational made by Director

Name of employee	Signed by employee
Declaration of conflict of interest has been declared, considered and instructed as above.	Signed: Assistant Director/Director

Once complete scan and send to HR in Belfast Barnet HR & Payroll
 barnethrpayroll@capita-services.co.uk

This page is intentionally left blank

Terms of Reference and Delegation of Duties to the Cabinet

Executive (Cabinet)

1. The Executive will exercise all of the local authority functions which are not the responsibility of any other part of the local authority, whether by law or under this Constitution.
2. The Executive will have responsibility for approving plans which are not the responsibility of Council and any other non-statutory plans that, from time to time, may be considered their responsibility.
3. The Cabinet is responsible for the following functions:
 - 3.1. Development of proposals for the budget (including the capital and revenue budgets, the fixing of the Council Tax Base, and the level of Council Tax) and the financial strategy for the Council;
 - 3.2. Monitoring the implementation of the budget and financial strategy;
 - 3.3. Recommending major new policies (and amendments to existing policies) to the Council for approval as part of the Council's Policy Framework and implementing those approved by Council;
 - 3.4. Approving policies that are not part of the policy framework;
 - 3.5. Management of the Council's Capital Programme;

All key decisions – namely:
 - 3.6. an executive decision which is likely to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the budget for the service or function to which the decision relates; or
 - 3.7. an executive decision which is likely to be significant in terms of its effects on communities living or working in an area of two or more wards of the Borough;
 - 3.8. a decision is significant for the purposes of above if it involves expenditure or the making of savings of an amount in excess of £1m for capital expenditure or £500,000 for revenue expenditure or, where expenditure or savings are less than the amounts specified above, they constitute more than 50% of the budget attributable to the service in question;
 - 3.9. award of contracts over £500,000 and all matters reserved to the Executive under the Contract Procedure Rules this may be done via the Procurement Forward Plan;
 - 3.10. variations between budgets as required by the Financial Regulations;
 - 3.11. making all non-key decisions which are referred to the Executive by the relevant

Portfolio Holder or Director;

3.12. Determination of recommendations and references from the Council or any of its Committees or sub-committees and which the Cabinet considers are appropriate for collective decision;

3.13. Approval of HRA Rents.

Cabinet Members' (Portfolio Holders) appointment and term of office

4. Other Executive Members shall be appointed to the Executive by the Leader and shall continue in their roles on the Executive until one of the following circumstances applies:

4.1. in the case of the Deputy Leader; the end of the term of office of the Leader

4.2. they resign from office; or

4.3. they are no longer Councillors; or

4.4. the Leader makes changes to the roles of Members of the Executive, or

4.5. they are removed from office by the Leader.

5. Vacancies in the Executive

5.1. If at any time a Member ceases to be a Member of the Executive, the responsibilities of that Member shall be carried out by the Executive collectively until such time as the Leader has appointed a replacement, or where appropriate, re-appointed the Member concerned.

5.2. In the event that all Members of the Executive are removed or have been disqualified from office, the Head of Paid Service shall, in the interim, carry out the Executive functions.

6. Temporary Absence of Leader or other Portfolio Holder

6.1. In the temporary absence of the Leader or other Portfolio Holder, decisions may be taken in accordance with the Scheme of delegation relating to Portfolio Holders set out in this Constitution.

7. Special Provision to take urgent action in an election year

7.1. That following a Borough Election and until the day of the Annual Council Meeting the Leader or a Portfolio Holder will, if the political group to which they belong do not have a majority of members on the Council, consult and ensure consensus with the Leaders of one or more other groups that together form a majority of members on the Council;

- 7.2. That following a Borough Election and until the day of the Annual Council Meeting, if the Leader is not re-elected as a Councillor, the powers of the Leader shall be exercised by the Head of Paid Services in consultation with all group Leaders.

8. Proceedings of the Executive

- 8.1. Proceedings of the Executive will take place in accordance with the Executive Procedure Rules.

This page is intentionally left blank

Matters Reserved to the Council and Terms of Reference and Delegation of Duties to Committees and Sub-Committees of the Council

Council

The Full Council

1. Only the full Council can exercise the following functions:

- 1.1. adopting and changing the Constitution;
- 1.2. approving or adopting the policy framework and the budget, including setting Council tax, determining borrowing limits, approval of the capital programme;
- 1.3. approving the statement of accounts;
- 1.4. approving any application to the Secretary of State in respect of any Housing Land Transfer;
- 1.5. appointment of the Mayor;
- 1.6. appointing the Leader and noting Members of the Executive;
- 1.7. approving annually the Allocation of Responsibilities in Part X of the Constitution;
- 1.8. subject to the urgency procedure contained in the Access to Information Procedure Rules in this Constitution, making decisions about any Executive functions which are contrary to the policy framework or contrary to or not wholly in accordance with the budget where these have been referred to the Council by the Call In sub-committee;
- 1.9. agreeing and/or amending the terms of reference for the Committees of the Council, deciding on their composition and making appointments to them;
- 1.10. adopting the Scheme of Members' Allowances set out in the Constitution;
- 1.11. appointing the Independent Persons under s.27(7) of the Localism Act;
- 1.12. conferring the title of honorary alderman or freedom of the borough; confirming the appointment of the Head of Paid Service or the dismissal of the Head of Paid Service, Chief Finance Officer or Monitoring Officer;
- 1.13. to confirm the dismissal of the Head of Paid Service;
- 1.14. deciding whether to reject or uphold an appeal against a disciplinary
- 1.15. sanction (including dismissal) imposed on an officer by the Chief Officers' Employment Panel;

- 1.16. making, amending, revoking, re-enacting or adopting by-laws and promoting or opposing the making of local legislation or personal bills;
- 1.17. to determine the meaning of “significant” in relation to “key” decisions(Article 6 refers);
- 1.18. deciding whether to make a delegation of a non-Executive function or accept a delegation of a non-Executive function from another Authority;
- 1.19. to receive reports and consider recommendations from the Executive; Scrutiny; Governance, Audit, Risk Management and Standards and other Committees as appropriate; and
- 1.20. making appointments and nominations of Members to outside bodies;and
- 1.21. all other matters which by law must be reserved to Council.

Note: The items referred to in Schedule 1 to the Functions and Responsibilities Regulations in this Constitution may not be the responsibility of the Executive and will be discharged by the Council, one of its Committees or an officer.

Terms of Reference and Delegation of Duties to Committees and Sub-Committees of the Council

Appeals Committee

Governance, Audit, Risk Management and Standards Committee

- **Standards Sub Committee**

Health and Wellbeing Board

Independent Panel

Licensing and General Purposes Committee

- **Employment Sub-Committee**
- **Licensing Panel**

Overview and Scrutiny Committee

- **Adults and Health Sub-Committee**
- **Children & Education Sub-Committee**
- **Call-In Sub-Committee**

Pension Board

Pension Fund Committee

Strategic Planning Committee

Planning Committee A and Planning Committee B

Area Committees

Joint Arrangements

- **West London Economic Prosperity Board**
- **North Central London Joint Health Overview and Scrutiny Committee**

Appeals Committee

1. The Appeals Committee is comprised of 5 members, including one member of the Executive, who are not also members of the Employment Panel. The Committee shall hear appeals by the Head of Paid Service, Chief Finance Officer and Monitoring Officer under the relevant disciplinary procedure against action taken against them short of dismissal.
2. The Committee may uphold the decision or reduce or remove the action.

Governance, Audit, Risk Management and Standards Committee

1. Statement of purpose

1.1. The Governance, Audit, Risk Management and Standards Committee is a key component of Barnet Council's corporate governance. It provides an independent and high-level focus on the audit, assurance and reporting arrangements that underpin good governance and financial standards.

1.2. The purpose of the committee is to provide independent assurance to the members of the adequacy of Barnet Council's governance, risk management and control frameworks and oversees the financial reporting and annual governance processes. It oversees internal audit and external audit, helping to ensure efficient and effective assurance arrangements are in place. It also acts as the Standards Committee.

1.2.1. The Governance, Audit, Risk Management and Standards Committee has the following powers and duties:

1.2.2. To review the council's corporate governance arrangements against the good governance framework, including the ethical framework, and consider the local code of governance.

1.2.3. To monitor the effective development and operation of risk management in the council.

1.2.4. To monitor progress in addressing risk-related issues reported to the committee

1.2.5. To consider reports on the effectiveness of internal controls and monitor the implementation of agreed actions.

1.2.6. To consider reports on the effectiveness of financial management arrangements, including compliance with CIPFA's Financial Management Code.

1.2.7. To consider the council's arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements.

- 1.2.8. To review the governance and assurance arrangements for significant partnerships or collaborations.
- 1.2.9. To approve the internal audit charter and support the independence of Internal Audit.
- 1.2.10. To review proposals made in relation to the appointment of external providers of internal and external audit services and to make recommendations.
- 1.2.11. To approve the risk-based internal audit plan, including internal audit's resource requirements, the approach to using other sources of assurance and any work required to place reliance upon those other sources.
- 1.2.12. Anti-Fraud Activity, to monitor the effective development and operation of the Council's Corporate Anti-Fraud Team (CAFT) and approve the Counter Fraud Framework.
- 1.2.13. To review any issue referred to it by the Chief Executive and to oversee the production of the authority's Annual Governance Statement and to recommend its adoption.
- 1.2.14. Accounts, to review and approve the annual statement of accounts and consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts.
- 1.2.15. Annual Report, the Audit Committee shall prepare a report to Full Council on annual basis on its activity and effectiveness
- 1.2.16. To review the Treasury Management strategy and monitor progress on treasury management in accordance with CIPFA codes of practice.
- 1.2.17. To agree and have oversight of the Council's Whistleblowing Policy.
- 1.2.18. To have oversight of the Council's ombudsman complaints and internal complaints performance (excluding complaints for Adults and Children's complaints).
- 1.2.19. Promoting and maintaining high standards of conduct by Members , co-opted members and "church" and parent governor representatives.
- 1.2.20. Monitoring the operation of the Members' Code of Conduct.
- 1.2.21. To establish sub-committees and working groups to deal with complaints that a member or a co-opted member has failed to comply with the Council's Code of Conduct.

- 1.2.22. On referral from the Monitoring Officer, to decide whether to take action against a member for breach of the Code of Conduct and if so, to decide what action should be taken.
- 1.2.23. Determine Members requests for non-committee information as specified in the Members Information Management Policy
- 1.2.24. To oversee Member Development
- 1.2.25. To consider any application received from any officer of the Authority for exemption from political restriction under Sections 1 and 2 of the Local Government and Housing Act 1989 in respect of the post held by that officer and may direct the Authority that the post shall not be considered to be a politically restricted post and that the post be removed from the list maintained by the Authority under Section 2(2) of that Act.
- 1.2.26. Upon the application of any person or otherwise, consider whether a post should be included in the list maintained by the Authority under Section 2(2) of the 1989 Act, and may direct the Authority to include a post in that list.

1.3 Membership

- 1.3.1 An Elected Mayor, the Leader or a member of the Executive may not be Members;
- 1.3.2 Membership of this Committee will include Independent Members;
- 1.3.3 The Independent Persons are not members of this Committee and shall be invited to meetings if there is a Standards item on the agenda.

Standards Sub-committee

1. This is a subcommittee of GARMS set up to hear standards complaints about members in accordance with the procedure for dealing with complaints against members set out in this constitution.

2. Membership

- 2.1. 3 members and an Independent Person.

Health and Wellbeing Board

1. Accountability

1.1. The Health and Wellbeing Board is set up in accordance with section 102 of the Health and Social Care Act 2012 which makes provision for the Council to establish a Health and Wellbeing Board as a Committee of the Council appointed under section 102 of the Local Government Act 1972. The Council can choose to delegate decision making powers to the Health and Wellbeing Board.

1.2. Members of the Board will be required to abide by the Code of Conduct.

2. Purpose of the Board

2.1. To oversee Member Development

2.2. The Health and Wellbeing Board has the following main functions:

- 2.2.1.** To work (together with Barnet Borough Partnership) with Integrated Care Partnership (ICP) and Integrated Care Board (ICB) to determine the integrated approach that will best deliver holistic and streamlined care and prevention activities, including action on wider determinants in their communities.
- 2.2.2.** To jointly assess the health and social care needs of the population with NHS commissioners and use the findings of a Barnet Joint Strategic Needs Assessment (JSNA) to inform all relevant local strategies and policies across partnership including North Central London Integrated Care Strategy.
- 2.2.3.** To agree a Health and Wellbeing Strategy (HWBS) for Barnet taking into account the findings of the JSNA and strategically oversee its implementation to ensure improvement of population outcomes and plans to tackle health inequalities. The Joint Health and Wellbeing Strategy (JHWS) should directly inform the development of joint commissioning arrangements in the local area, and the coordination of NHS and local authority commissioning, including Better Care Fund plans.
- 2.2.4.** To work together to ensure the best fit between available resources to meet the health and social care needs of the whole population of Barnet, by both improving services for health and social care and helping people to move as close as possible to a state of complete physical, mental and social wellbeing. Specific resources to be overseen include money for social care being allocated through the NHS; dedicated public health budgets; the Better Care Fund; and Section 75 partnership agreements between the NHS and the Council.
- 2.2.5.** To provide collective leadership and enable shared decision making, ownership and accountability
- 2.2.6.** To promote partnership and, as appropriate, integration, across all necessary areas, including joined-up commissioning plans and

joined-up approach to securing external funding across the NHS, social care, voluntary and community sector and public health.

2.2.7. To explore partnership work across North Central London where appropriate.

2.2.8. Specific responsibilities for:

2.2.8.1. Overseeing public health and promoting prevention agenda across the partnership

2.2.8.2. Developing further health and social care integration.

2.2.8.3. Receiving regular reports on the North Central London Integrated Care Board and their partner NHS trusts and NHS foundation trusts, including joint capital resource use plans, ICB Annual reports, Forward Plans and Performance Assessments

3. Membership

3.1. 14 Members;

- Chair, Vice Chair, Members and substitutes appointed by Council.
- Vice Chair is Clinical Lead (Barnet), North Central Integrated Care Board
- Three Members of the Council
- Director of Public Health & Prevention
- Executive Director for Children & Family Services
- Executive Director Adults & Health
- Two North Central London Integrated Care Board Members: Clinical Lead for Barnet, North Central London Integrated Care Board Director of Integration, Barnet Directorate, North Central London Integrated Care Board Barnet Clinical Commissioning Group – Board Members x 3
- Primary Care Provider Representative x1
- Health Service Provider Representatives x2
- Barnet Healthwatch representative
- Barnet voluntary and community sector representative
- Independent Chair of the Adults Safeguarding Boards (Non-Voting Member)

3.2. Each member may nominate a substitute if they cannot attend. Requirement for proportionality is waived and voting rights allowed to members other than Members of the Council.

3.3. Quorum

3.3.1. The Quorum should consist of at least one Councillor, one officer from North Central London Integrated Care Board, and one Council officer

Independent Panel

1. The Panel has the following duties:

1.1. to consider reports recommending dismissal made by the Independent Investigator and the Employment Sub-Committee in accordance with the disciplinary procedure applying to the Head of Paid Service, Chief Finance Officer and Monitoring Officer;

1.2. to prepare a report to Council stating whether it agrees or disagrees with the recommendation to dismiss, including its reasons.

2. Membership

2.1. The Independent Panel shall consist of 2 independent persons appointed under s.27(7) of the Localism Act 2011.

Licensing and General Purposes Committee

1. Powers and the duties of the Licensing and General Purposes Committee are:

1.1. The Panel has the following duties:

1.1.1. To consider all matters which under the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (referred to in the Schedule 3A-1) to this document, are required not to be the responsibility of the Executive, save for those matters delegated to other Committees of the Council;

1.1.2. To carry out the functions under any relevant statutory provision within the meaning of Part I (Health, safety and welfare in connection with work, and control of dangerous substances) of the Health and Safety at Work Act 1974, to the extent that those functions are discharged otherwise than in the authority's capacity as an employer;

1.1.3. Electoral Services including: elections and electoral registration performance; and polling places and polling district boundaries;

1.1.4. To determine all matters and duties on the authority imposed by legislation, regulations orders, codes, and similar provisions for:

- 1.1.4.1. All activities under the Licensing/Gambling Acts
 - 1.1.4.2. Food safety and control.
 - 1.1.4.3. Animal health, welfare, safety and control.
 - 1.1.4.4. Gambling, betting, lotteries and related amusements
 - 1.1.4.5. Crime and disorder issues related to the above duties.
- 1.1.5. To keep under review the Officer Code of Conduct and, after consultation with unions representing staff, make recommendations to Council for amendment or addition.

Licensing Sub-Committee

1. The Licensing sub-committee has the following powers and duties:

1.1. To determine applications and to make Orders in respect of:

- 1.1.1. Registration of common land, town greens and variations of rights of common;

where objections have been received.

1.1.2. To determine applications and to make Orders in respect of:

- 1.1.2.1. Fees issues within the terms of reference of the Panel;
- 1.1.2.2. Applications under Part II and Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982 as amended from time to time.
- 1.1.2.3. Specific delegations under the Licensing Act 2003 as set out in the Licensing Policy, and the Statement of Principles under the Gambling Act 2005.

1.1.3. In the case of alcohol control provisions in the Licensing Act 2003 to determine:

1.1.3.1. Applications for personal licences where:

- 1.1.3.1.1. Representations have been made, but remain unresolved.
- 1.1.3.1.2. Applicants have relevant unspent convictions.

1.1.4. Matters relating to the licensing, certification and authorisation at premises where:

- 1.1.4.1. Representations have been made to an application, but remain unresolved.

- 1.1.4.2. An application is made for the review of a premises licence or club premises certificate.
- 1.1.4.3. Matters of an exceptional nature that in a licensing officer's opinion justify consideration by the Licensing Panel.
- 1.1.5. [Appeals against decisions of the Licensing Panel must be made to the Magistrates' Court.]

Employment Sub-Committee (a Sub-Committee of Licensing and General Purposes Committee)

1. The Employment Sub-Committee , which shall include one member of the Executive, has the following powers and duties:
 - 1.1. to make recommendations to Council on the appointment of the Head of Paid Service
 - 1.2. to appoint and dismiss Chief Officers (as defined in Article 7) , excluding the dismissal of the Head of Paid Service, Chief Financial Officer and Monitoring Officer.
 - 1.3. to make recommendations to Council on the dismissal of the Head of Paid Service, Chief Finance Officer or Monitoring Officer in cases of redundancy, permanent ill health or the expiry of a fixed term contract;
 - 1.4. to consider whether to impose a disciplinary sanction on a Chief Officer;
 - 1.5. to consider matters and take action as required or permitted under the disciplinary procedure for the Head of Paid Service, Chief Finance Officer and Monitoring Officer including:
 - 1.6. to suspend such an officer and to review such suspension
 - 1.7. to appoint an independent investigator, agree terms of remuneration and working methods
 - 1.8. to appoint external advisers
 - 1.9. to consider the report of an independent investigator and in relation to that report:
 - 1.9.1. to hold a hearing if appropriate to consider the report
 - 1.9.2. to impose action short of dismissal on an officer
 - 1.9.3. to decide to take no further action
 - 1.9.4. to recommend informal resolution or other appropriate procedures
 - 1.9.5. to refer back to the independent investigator for further investigation and report to propose dismissal of an officer to Council (in which case the matter should be referred to the Independent Panel prior to referral to Council)

- 1.10. to decide whether any objections made by a member of the Executive are material and well-founded and, if it decides that they are, to take appropriate action;
 - 1.11. to consider grievances by the Head of Paid Service, and appeals by a Chief Officer against decisions made by the Head of Paid Service in relation to a grievance made by the officer;
 - 1.12. Staff matters generally including: salaries and terms and conditions; approval of staffing restructures involving 20 or more employees; approving officer salary or severance packages over £100,000
 - 1.13. approving any changes to the chief officer structure;
 - 1.14. pay and reward strategy;
 - 1.15. HR policies which go over and above statutory requirements;
 - 1.16. develop the annual pay policy statement for Full Council approval
2. When considering a report on staffing matters, a representative of the trade unions may submit a request to speak which requires the consent of the Chair, or be questioned by the Sub-Committee before a decision is made. Each representative will have up to 3 minutes to address the committee.

Overview and Scrutiny Committee and Scrutiny Sub-Committees

1. General Role

Within their terms of reference, the Overview and Scrutiny Committee and Sub-Committees (other than the Call-In Sub-Committee) will have the following roles:

- 1.1. To consider any decisions of the West London Economic Prosperity Board which have been called in, in accordance with this Article
- 1.2. Policy Development and Review – by supporting the Council and Executive in developing the policy framework and budget for the Council, working with partner organisations on issues that may be outside the remit of the Council and reviewing and/or scrutinising decisions made or actions taken in connection with the discharge of any of the Council’s functions;
- 1.3. Service Reviews – by making reports and/or recommendations to the full Council, Executive, Portfolio Holders and any Joint or Area Committees on any of their functions;
- 1.4. Review of Issues of Concern to Local People – by considering any matter affecting the area or its inhabitants and monitoring and scrutinising the activities of others;

- 1.5. Pre-Decision Scrutiny – following consideration of the Key Decision Schedule (Forward Plan) and with the agreement of the Executive, to scrutinise key decisions prior to them being made;
- 1.6. Performance Review - to receive selected monitoring reports (including KPI, financial performance and risk information) in relation to internally and externally delivered services.
- 1.7. Scrutiny of Partners – to review or scrutinise the performance of any body carrying out any function on behalf of or in partnership with the Council.
- 1.8. The Call-In Sub-Committees may call in Executive decisions made but not yet implemented.

2. Specific Functions

2.1. Policy development and review

The Overview and Scrutiny Committee and Scrutiny Sub-Committee(s) may:

- 2.1.1. assist the Council, the Executive and Portfolio Holders in the development of the budget and policy framework by in-depth analysis of policy issues;
- 2.1.2. conduct research, community and other consultation in the analysis of policy issues and possible options;
- 2.1.3. consider mechanisms to encourage and enhance community participation in the development of policy options;
- 2.1.4. question Members of the Executive and/or Committees and chief officers about their views on issues and proposals affecting the area; and
- 2.1.5. liaise with other external organisations operating in the area, whether national, regional or local, to ensure that the interests of local people are enhanced by collaborative working.

2.2. Scrutiny

2.2.1. The Overview and Scrutiny Committee and Scrutiny Sub-Committee(s) may:

- 2.2.1.1. review and scrutinise the decisions made by, and performance of, the Executive, Portfolio Holders and/or Committees and Council officers both in relation to individual decisions and over longer periods of time;
- 2.2.1.2. review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;

- 2.2.1.3. require the attendance of and question Members and chief officers about their decisions and performance, or in relation to particular decisions, initiatives or projects;
- 2.2.1.4. make recommendations to the Executive and/or appropriate Committee and/or Council arising from the outcome of the scrutiny process;
- 2.2.1.5. where partnership working permits, review and scrutinise the performance of other public services in the area, by inviting reports from partners and requesting that they address the Overview and Scrutiny Committee and Scrutiny Sub-Committees about their activities and performance;
- 2.2.1.6. question and gather evidence from any person (with their consent); and
- 2.2.1.7. carry out the scrutiny of matters relating to the Health and Social Care including those matters delegated to the Adults and Health Overview and Scrutiny Sub-Scrutiny Committee.

2.3. Annual Report

- 2.3.1. The Overview and Scrutiny Committee will report annually to full Council on its workings and make recommendations for future work programmes and amend working methods, if appropriate.

3. Overview and Scrutiny Committee

3.1. The Overview and Scrutiny Committee has the following power and duties:

- 3.1.1. To oversee an agreed work programme that can help secure service improvement through in-depth investigation of performance issues

and the development of an effective strategy/policy framework for the council and partners;

- 3.1.2. To have general oversight of the council's scrutiny function;
- 3.1.3. To offer challenge and critical support to the Executive's policy development function and the long-term strategic direction of the borough;
- 3.1.4. To anticipate policy changes and determine their potential impact on residents and to recommend changes where these are appropriate;
- 3.1.5. To consider the council and partners' strategic approach to service delivery, using, where necessary, the power of overview and scrutiny committees to receive information from partner agencies and to require partner authorities to have regard to reports and recommendations from the Committee, as set out under Part Five of the Local Government and Public Involvement in Health Act 2007;
- 3.1.6. To undertake detailed investigation of service/financial performance in order to recommend policy changes to the Executive and to undertake investigations;
- 3.1.7. To report scrutiny findings and recommendations to the Executive within 8 weeks of being published or to its next meeting, whichever is the sooner, in accordance with the council's constitution;
- 3.1.8. To review or scrutinise decisions made, or other action taken, in connection with the discharge of responsible authorities of their crime and disorder functions in accordance with s.19 of the Police and Justice Act 2006.
- 3.1.9. To consider items included in the Forward Plan;
- 3.1.10. To consider Councillor Call for Action in terms of
 - 3.1.10.1. Local Government Matters (9FC of the Local Government act 2000)
 - 3.1.10.2. Local Crime & Disorder Matters (Section 19, Police & Justice Act 2006)

4. Call-In Sub-Committee

4.1. The Call-In Sub-Committee has the following powers and duties:

- 4.1.1. to examine decisions of the Executive which are taken but not implemented, and which are 'called in' in accordance with the Committee Procedure Rules;
- 4.1.2. to refer matters called in to the decision taker with reasons and recommendations for changes;
- 4.1.3. to refer Executive decisions to full Council if they consider they are contrary to the policy framework or contrary to or not wholly in accordance with the budget.

5. Adults and Health Overview and Scrutiny Sub-Committee

5.1. The Adults and Health Overview and Scrutiny Sub-Committee shall perform the overview and scrutiny role and function in relation to:

- 5.1.1. All matters as they relate to Adults Social Care;
- 5.1.2. Reviewing and scrutinising, matters relating to the planning, provision and operation of health services in Barnet including inviting the relevant Chief Executive(s) of NHS organisations to account for the work of their organisation (s) as set out and required by the Health and Social Care Act 2001 and related primary and secondary legislation
- 5.1.3. Referring contested major service reconfigurations to the Secretary of State in accordance with the Health and Social Care Act 2001
- 5.1.4. Receiving and commenting upon any external inspections and reviews

5.2. Chair, Vice-Chair, Members and substitutes to be appointed by Council
The Health and Social Care Scrutiny Sub-Committee has the following powers and duties:

- 5.2.1. To be responsible in accordance with Regulation 28 of the Local Authority (Public Health and Wellbeing Boards and Health Scrutiny) Regulations 2013 for scrutiny of the Council's health functions other than the power under Regulation 23(9) to make referrals to the Secretary of State.
- 5.2.2. To recommend to Council that a referral be made to the Secretary of State under Regulation 23(9) of the Local Authority (Public Health, Health and Wellbeing and Health Scrutiny) Regulations 2013.
- 5.2.3. To have specific responsibility for scrutiny of the following functions:

- 5.2.3.1. Health and social care infrastructure and service
 - 5.2.3.2. NHS England, Clinical Commissioning Groups (CCGs) and the Health and Wellbeing Board
 - 5.2.3.3. Public Health
 - 5.2.3.4. Other policy proposals which may have an impact on health, public health, social care and wellbeing
 - 5.2.3.5. Collaborative working with health agencies
 - 5.2.3.6. Commissioning and contracting health services
- 5.2.4. To review the planning, provision and operation of Health services in Barnet and ensure compliance with Regulation 21(1) of the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013 by inviting and taking account of information and reports from local health providers and other interested parties including the local HealthWatch.
- 5.2.5. Where a referral is made through the local HealthWatch arrangements, to comply with Regulation 21(3) of the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny) Regulations 2013 by ensuring that the referral is acknowledged within 20 days and that the referrer is informed of any action taken.
- 5.2.6. Where appropriate, to consider and make recommendations for response to NHS consultations on proposed substantial developments/variations in health services that would affect the people of LB Barnet.
- 5.2.7. Where appropriate, to consider and make recommendations for response to consultations from local health trusts, Department of Health and Social Care.
- 5.3. Care Quality Commission and any organisation which provides health services outside the local authority's area to inhabitants within it.
- 5.4. To discharge the functions conferred by Section 244 (2ZE) of the National Health Service Act 2006 as amended and Regulation 21 of the Local Authority (Public Health, Health and Wellbeing Board and Health Scrutiny Regulations 2013) of reviewing and scrutinising, matters relating to the planning, provision and operation of health services in Barnet.
- 5.5. To respond to consultations from local health trusts, Department of Health and Social Care and any organisation which provides health services outside the local authority's area to inhabitants within it.

6. Children & Education Overview and Scrutiny Sub-Committee

- 6.1. The Children and Education Overview and Scrutiny Sub-Committee shall perform the overview and scrutiny role and function in relation to:
- 6.1.1. All matters as that relate to Children's Social Care

- 6.1.2. All matters which relate to services pertaining to the education and well-being of children and young people including youth services
- 6.1.3. Receive and comment upon any external inspections and reviews.

Local Pension Board

1. Role of the Board

- 1.1. The Board is responsible for assisting with:
 - 1.1.1. securing compliance with Local Government Pension Scheme (LGPS) Government regulations and any other legislation relating to the governance and administration of the LGPS or securing compliance with the requirements imposed in relation to the PGPS by the Pensions Regulator
 - 1.1.2. such other matters that the LGPS regulations may specify Ensure the effective and efficient governance and administration of the LGPS for the LBB Pension Fund. The Local Pension Board maintain separate detailed terms of reference which are approved annually

2. Membership

- 2.1. 7 Members comprising: 3 employers side representatives (1 councillor* and 2 employer representatives from an admitted body 3 employee side representatives (1 active member and 2 deferred member) 1 independent member/advisor *Councillors appointed to the Board cannot also sit on the Pension Fund Committee.

3. Terms of Reference for the London Borough of Barnet Pension Board

- 3.1. The purpose of this document is to set out the detailed Terms of Reference for the Local Pension Board of the London Borough of Barnet Pension Fund.
- 3.2. **Role of the Local Pension Board**
 - 3.2.1. The role of the local Pension Board, as defined by sections 5(1) and (2) of the Public Services Pension Act 2013 and regulation 106 of the Local Government Pension Scheme (LGPS) Governance Regulations 2013 is to assist with:
 - 3.2.1.1. securing compliance with LGPS Government regulations and any other legislation relating to the governance and administration of the LGPS
 - 3.2.1.2. securing compliance with the requirements imposed in relation to the PGPS by the Pensions Regulator.
 - 3.2.1.3. such other matters as the LGPS regulations may specify

- 3.2.2. ensure the effective and efficient governance and administration of the LGPS for the LBB Pension Fund.
- 3.2.3. ensure the Pension Fund's strategy and policy documents are in place and have been maintained in accordance with the LGPS Regulations. These documents are: the communications policy statement; funding strategy statement; governance compliance statement; statement of investment principles; and the Pension Fund annual report and accounts.
- 3.2.4. ensure the Pension Fund's internal Risk Register is in place and reviewed at least annually.
- 3.2.5. review the Pension Fund's performance in complying with the requirements of the LGPS Regulations and any other legislation relating to the governance and administration of the LGPS.
- 3.2.6. review the Pension Fund's performance in complying with the requirements of the Pension Regulator.
- 3.2.7. annually submit a proposed work plan for the forthcoming financial year to the Pension Fund Committee.
- 3.2.8. carry out any other activities relating to the efficient governance and administration of the Pension Fund.
- 3.2.9. submit an annual budget to the Barnet Pension Fund Committee for approval.
- 3.2.10. The Local Pension Board does not replace the Administering Authority or make decisions or carry out duties which are the responsibility of the Administering Authority (refer to Compliance statement). The Pension Board is an advisory/scrutiny board and does not have decision making powers.
- 3.2.11. The Administering Authority retains ultimate responsibility for the administration and governance of the scheme. The role of the Board is to support the Administering Authority to fulfil that responsibility and secure compliance with any requirements imposed by the Pensions Regulator.

3.3. Appointment of members of the Pension Board

- 3.3.1. All Board members will be appointed by Full Council. It is a statutory requirement (section 248A of the 2004 Act) that the Administering Authority must be satisfied that every individual member of the Pension Board;

Is conversant with;

- 3.3.2. the legislation and associated guidance of the Local Government Pension Scheme
- 3.3.3. any document recording policy about the administration of the fund which is for the time being adopted by LBB Fund; and
- 3.3.4. has knowledge and understanding of;
 - 3.3.4.1. the law relating to pensions; and
 - 3.3.4.2. such other matters as may be prescribed

4. Rules governing Membership the Local Pension Board

- 4.1. Local Pension Boards must include an equal number of employer and member representative with a minimum requirement of no fewer than four in total.
- 4.2. No officer or Councillor who would be responsible for the discharge of any functions under the Regulations (apart from any relating to LPB) may be a Member of the Local Pension Board of that authority.
- 4.3. Officer precluded would be any officer named in the scheme of delegation (e.g. Section 151 Officer and the head of investments). The guidance also states that consideration should be given as to whether officers of the Fund at a senior level, who are not named in the formal scheme of delegation, but who are responsible for discharging functions under the Regulations, should be precluded from being a member of the LPB.

5. Composition of the Board

- 5.1. The Board shall consist of 7 members constituted as follows:
 - 5.1.1. 3 employer representatives comprising:
 - 1 councillors who are not members of the Pension Fund Committee
 - employer representatives from an admitted or scheduled body (e.g. Re, CSG or Middlesex University)
 - 5.1.2. 3 scheme member representatives (employee side) comprising:
 - 1 active members
 - retired/deferred members
 - 5.1.3. 1 independent member/advisor
 - Having no current employment, contractual, financial or other material interest in the Council or any scheme employer fund and not being a member of the LGPS Fund.
- 5.2. Independent and Scheme Members shall be appointed following a public recruitment, selection and interview process.

6. Chairman and Vice-Chairman of the Board

- 6.1. The Chairman and Vice-Chairman of the Board will be appointed by Members of the Board as the first business at their first meeting.
- 6.2. Should the elected Chairman be an Employer representative the Vice-Chairman must be a Scheme Member representative and vice versa.

7. Substitute Members

- 7.1. Each member will have a substitute to act as Board member in her/his absence, which will be recommended following a recruitment process consistent with their own appointment. These nominations will be approved as part of the overall appointments made by Full Council.

NB: The independent member shall not have a substitute.

8. Quorum

- 8.1. The Pension Board will be quorate when three voting Pension Board Members are in attendance.

9. Period of Office

- 9.1. Each Board member shall be appointed for a fixed period of four years, which appointment will normally occur at the Annual Council meeting.

10. Termination of office

- 10.1. Each Board member will be expected to attend all meeting and training sessions during the year. The membership of any member who fails to attend two or more meetings shall be reviewed and determined by other Board members in consultation with officers.
- 10.2. The removal of a member from office during her/his term of appointment can only be effected by the unanimous agreement of the other members present at the meeting.
- 10.3. In the absence of mitigating factors a Board member can be removed from the Board in the following circumstances (but not limited to):
 - 10.3.1. A poor attendance record;
 - 10.3.2. If a member does not undertake training as requested;
 - 10.3.3. If a member is in breach of Council's Code of Conduct, Pension Board Code of Conduct and Conflict of Interest policy;
 - 10.3.4. If a member has a conflict of interest that cannot be managed in accordance with the Board's conflicts policy.

- 10.4. Should the Council representative members, or the active scheme member(s) cease to be Council representatives or active scheme members, he/she will automatically cease to be a member of the Board and the Administering Authority will conduct a replacement process.
- 10.5. Any Board member choosing not to continue her/his role must provide a written notice of resignation from their post to the Governance Service. The notice period shall be two months. Once the written notice is received the Board shall be notified accordingly and arrangements shall be made for a replacement in line with the procedures for the original appointment.

11. Voting Rights (this is dependent on makeup of the Board)

- 11.1. All Board Members will have equal voting rights.
- 11.2. In the event of an equality of voted the Chairman will have the casting vote.

12. Frequency of meeting

- 12.1. The number of meetings a year should be in alignment with the number of the Pension Committee meetings year, or should be determined by the Board once it has agreed a workplan, with a minimum of two meetings annually.

13. Notice of meeting and circulation of papers

- 13.1. In accordance with the Access to Information Procedure Rules as set out in the Council's Constitution.

14. Minutes

- 14.1. In accordance with the Access to Information Procedure Rules as set out in the Council's Constitution.

15. Accountability and reporting

- 15.1. The Board is accountable solely to the Council for the effective operation of its functions.
- 15.2. The Board shall report to the Pensions Committee as often as the Board deems necessary and at least annually:
 - 15.2.1. a summary of the work undertaken;
 - 15.2.2. the work plan for the next 12 months;
 - 15.2.3. details of training received and planned; and
 - 15.2.4. details of any conflicts of interest and how they were dealt with.
 - 15.2.5. On certain matters the board will report directly to Council;
- 15.3. The Board shall report annually to Full Council on its work.

- 15.4. It will also and as necessary from time to time report to Full Council any breach in compliance or other significant issues such as:
- 15.4.1. any areas of persistent non-compliance
 - 15.4.2. any area of non-compliance within the LGPS Regulations that have been reported to the Pension Fund Committee
 - 15.4.3. areas raised to the Board to be investigated and how they were dealt with;
 - 15.4.4. any risks or other areas of potential concern it wishes to raise;

16. Code of Conduct

- 16.1. All members of the Board are expected to act in accordance with Barnet Council's Code of Conduct for Councillors, and where applicable and the Pensions Regulator's Code of Practice.

17. Conflicts of interest

- 17.1. All members of the Board must declare on appointment and at any such time as their circumstances change any potential conflict of interest arising as a result of their position on the Board.
- 17.2. In accordance with s5(5) Public Service Pension Act 2013, a Board member must not have a financial or other interest that could prejudice him/her in carrying out his/her Board duties. This does not include a financial or other interest arising merely by virtue of being a member of the LGPS.
- 17.3. On appointment to the Board and following any subsequent declaration of potential conflict the conflict must be managed in line with the Council's Members Code of Conduct, the Local Government Pension Scheme (LGPS) Guidance on Conduct of Members and Conflicts of Interest, the requirements of the Public Service Pensions Act 2013 and the requirements of the Pensions Regulator's codes of practice on conflict of interest for Board members.

18. Knowledge and understanding including training

- 18.1. All new members must follow an induction training plan and all members of the Board will be expected to attend the training provided to ensure that they have the requisite knowledge and understanding to fulfil their role.
- 18.2. All members must be prepared to participate in such regular personal training needs analysis or other processes as are put in place to ensure that they maintain the required level of knowledge and understanding to carry out their role.
- 18.3. Failure to attend training or participate in the processes may lead to membership being reviewed.

19. Definitions

The following terms shall have the following meanings when used in this document:

<i>Administering Authority</i>	London Borough of Barnet
<i>Board or Pension Board</i>	The local Pension Board for the London Borough of Barnet, Administering Authority for the London Borough of Barnet Pension Fund as required under the Public Service Pensions Act 2013
<i>Board Member</i>	A member of the Board including Employer representatives, Scheme Member representatives and an independent member
<i>Code of Practice</i>	The Pensions Regulator's [draft] Code of Practice no 14 entitled " <i>Governance and administration of public service pension schemes.</i> "
<i>Conflicts of Interest</i>	As defined in the Public Service Pensions Act 2013
<i>Employer Representative</i>	A person appointed to the Board for the purpose of representing employers for the Scheme
<i>Fund</i>	The London Borough of Barnet Pension Fund within the Scheme administered and maintained by the Scheme Employer
<i>Independent Member</i>	A Member of the Board who is neither an Employer Representative nor a Member Representative
<i>LGPS</i>	The Local Government Pension Scheme as constituted by the Local Government Pension Scheme Regulations 2013, the Local Government Pension Scheme (Transitional Provisions, Savings and Amendment) Regulations 2014 and The Local Government Pension Scheme (Management and Investment of Funds) Regulations 2009.
<i>Member Representative</i>	A person appointed to the Board for the purpose of representing members of the Scheme
<i>Scheme</i>	The Local Government Pension Scheme as defined under LGPS
<i>Scheme Manager</i>	London Borough of Barnet as administering authority of the London Borough of Barnet Pension Fund

Pension Fund Committee

1. To have responsibility for all aspects of the governance, investment and administration of the LB Barnet Pension fund, including, but not limited to the following:
 - 1.1. To ensure compliance with all Local Government Pension Scheme statutes, regulations and best practice.
 - 1.2. To consider approval and act in accordance with statutory Pension Fund documents:
 - 1.2.1. Investment Strategy Statement
 - 1.2.2. Funding Strategy Statement
 - 1.2.3. Governance Policy Statement
 - 1.2.4. Pension Administration Strategy
 - 1.2.5. Communication Policy Statement.
 - 1.3. To review the above documents at least triennially, or more frequently if advised by the Chief Finance Officer of the need to do so.
 - 1.4. If required, to appoint and monitor:
 - 1.4.1. Investment advisors
 - 1.4.2. Pension Fund investment managers
 - 1.4.3. Pension Fund actuaries
 - 1.4.4. Performance management company
 - 1.4.5. Custodians
 - 1.4.6. Pension Administrator
 - 1.5. To review and challenge at least quarterly the performance of the Pension Fund's investments taking into consideration the benchmarks and targets set out in the Investment Strategy Statement and investment management contracts and to consider advice from the investment advisor(s).
 - 1.6. To monitor the administration of the Pension Fund.
 - 1.7. To approve admissions agreements with any admission body.
 - 1.8. To consider actuarial valuations and their impact on the Pension Fund.
 - 1.9. To review and consider approval of the Pension Fund's Annual Report and Statement of Accounts, together with recommendations from external and internal auditors.
 - 1.10. To consider recommendations from the Local Pension Board.
 - 1.11. To determine how the various administering authority

2. Membership

2.1. 9 Chair, Vice Chair, Members and substitutes appointed by Council. To invite a recognised representative from the trades unions and a representative from Middlesex University (the largest scheduled / admitted body) to committee meetings. These representatives are appointed to advise the committee on behalf of the interests they represent, but are not to have any voting rights. Further invites to scheduled/admitted bodies to be decided by the chair of the committee. 6 substitutes – 3 from each political group.

2.2. **Quorum** 3.

Strategic Planning Committee

1. To determine Applications for Planning Permission, including permissions in principle, made under the Town and Country Planning Act 1990 where the recommendation is for approval and the development:
 - 1.1. is within the categories which must be referred to the Mayor of London under the London Mayor Order;
 - 1.2. does not accord with the provisions of the Development Plan and, in the opinion of the Chief Planning Officer, constitutes a significant departure; or
 - 1.3. is by or on behalf of the Council and, in the opinion of the relevant Chief Planning Officer], it is a significant development. The confirmation of Directions under Article 4 of the Town and Country Planning (General Permitted Development) Order 2015.
2. The confirmation of Town and Village Green Registration Applications under the Commons Act 2006, including considering the recommendations of a non-statutory inquiry chaired by an independent person.
3. Designating neighbourhood areas and neighbourhood forums for the purposes of neighbourhood planning.
4. Consider Neighbourhood Development Orders and Community Right to Build Orders for recommendation to Full Council for adoption.
5. Recommending the creation of Conservation Areas to Full Council
6. Consider approving Article 4 Directions for consultation.
7. Take action under Part 8 of the Anti-Social Behaviour Act 2003 relating to high hedges.

8. Any decision on an application that will result in the Council being liable for the payment of compensation, except where that compensation is as a result of an Article 4 Direction.
9. Any other planning application or planning matter referred to this Committee by relevant Chief Planning Officer acting in his or her discretion, after consultation with the Chair.
10. Reports on all matters reserved to the Committee shall be made direct to the Committee and not through a Planning Committee.
11. Any Planning Committee agenda item referred to this Committee for consideration and determination.
12. To consider additions, deletions or amendments to the entries in the Council's Brownfield Land Register, including any referrals from Planning Committees A and B, and conduct any other functions related to the Brownfield Land Register.

13. Membership

- 13.1. 9 Chair, Vice Chair, Members and substitutes appointed by Council. 11 substitutes

14. Quorum

- 14.1. 3.

Planning Committees A and B

1. To determine the following application types, except where they are referable under the Constitution to the Strategic Planning Committee:
 - 1.1. Applications for Planning Permission made under the Town and Country Planning Act 1990;
 - 1.2. Applications for Listed Building Consent made under the Planning (Listed Buildings and Conservation Areas) Act 1990;
 - 1.3. Applications for Consent to Display an Advertisement made under the Town and Country Planning (Control of Advertisements) (England) Regulations 2007;
 - 1.4. Applications for permissions in principle made under the Town and Country Planning Act 1990 and any application to add, delete or amend any entries in the Council's Brownfield Land Register" after the words "To determine the following application types, except where they are referable under the Constitution to the Strategic Planning Committee" Where the recommendation is for:
 - 1.4.1. approval and there is significant local public objection (defined as 5 or more objectors who have objected in writing in response to a planning application)

- 1.4.2. approval or refusal and there is a Councillor referral of an application which affects their Ward which has been 'called in' to committee identifying a planning consideration.
- 1.5. Any decision on an application that will result in the Council being liable for the payment of compensation, except where that compensation is as a result of an Article 4 Direction.
- 1.6. Any other application or planning matter referred to this Committee by the relevant Chief Planning Officer acting in his or her discretion, after consultation with the Chair.
- 1.7. Applications to undertake treatment to trees included within a Tree Preservation Order Applications for a Hedgerow removal notice made under the Hedgerow Regulations 1997.
- 1.8. Applications to demolish buildings on the Council's Local List.

2. Membership

- 2.1. Three for each Committee 6 substitutes

3. Quorum

- 3.1. 3.1 3

Area Committees

- 1. **Area Committee North (East Barnet, Barnet Vale, High Barnet, Underhill, Totteridge and Woodside, Mill Hill, Edgwarebury and Whetstone);**
- 2. **Area Committee West (Burnt Oak, Edgware, Colindale North, Colindale South, West Hendon, Hendon, Cricklewood and Childs Hill); and**
- 3. **Area Committee East (Brunswick Park, Friern Barnet, Woodhouse, West Finchley, Finchley Church End, Golders Green, East Finchley and Garden Suburb**
- 4. In relation to the area covered:
 - 4.1. Provide an opportunity for any resident to raise matters affecting the area (except matters relating to licensing and planning applications).
 - 4.2. Responsibility for all area specific matters relating to the local environment including parking, road safety, transport, allotments, parks and trees.
 - 4.3. Consider area specific matters as agreed with the Chair.
 - 4.4. Consider matters relating to Town Centre regeneration and designating conservation areas.

4.5. Determine the allocation of Community Infrastructure Levy funding within the area subject to sufficient of the budget allocated to the committee being unspent.

5. Membership

5.1. 8 Chair, Vice-Chair, Members and substitutes appointed by Council.

5.2. Committee members must represent a ward in the Area Committee area. All members in the Area Committee area can act as substitutes in that area

6. Quorum

6.1. 3

Joint Arrangements

Joint Committee of the Boroughs of Barnet, Brent, Ealing, Harrow and Hounslow (known as “West London Economic Prosperity Board”)

Functions and Procedure Rules

1. Purpose of the Joint Committee

- 1.1. The London Boroughs of Barnet, Brent, Ealing, Hammersmith & Fulham, Harrow and Hounslow (“the Participating Boroughs”) have established the Joint Committee pursuant to powers under the Local Government Acts 1972 and 2000, and under the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2012.
- 1.2. The Joint Committee shall be known as ‘**West London Economic Prosperity Board**’.
- 1.3. The Joint Committee’s role and purpose on behalf of the Participating Boroughs relates to ensuring appropriate, effective and formal governance is in place for the purposes of delivering the West London Vision for Growth and advancing Participating Boroughs’ aspirations for greater economic prosperity in West London, including promoting “the Economic Prosperity Agenda”, in partnership with employers, representatives from regional and central government, and education and skills providers.
- 1.4. The purpose of the Joint Committee will be collaboration and mutual co-operation and the fact that some functions will be discharged jointly by way of the Joint Committee does not prohibit any of the Participating Boroughs from promoting economic wellbeing in their own areas independently from the Joint Committee.
- 1.5. The Joint Committee is not a self-standing legal entity but is part of its constituent authorities. Any legal commitment entered into pursuant of a decision of the Joint Committee must be made by all of the Participating Boroughs.
- 1.6. These Procedure Rules govern the conduct of meetings of the Joint Committee.

2. Definitions

- 2.1. Any reference to “Access to Information legislation” shall mean Part V and VA of the Local Government Act 1972 (as amended) and, to the extent that they are applicable, to the Openness of Local Government Bodies Regulations 2014 (as amended) and the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 (as amended).
- 2.2. Any reference to “executive”, “executive arrangements”, “executive function” or “committee system” has the meaning given by Part 1A of the Local Government Act 2000.

3. Functions

- 3.1. The Joint Committee will discharge on behalf of the Participating Boroughs the functions listed below related to promoting economic prosperity in West London:
 - 3.1.1. Making funding applications and/or bids to external bodies, in relation to economic prosperity for the benefit of the local government areas of the participating local authorities.
 - 3.1.2. Providing direction to a nominated lead borough on the allocation of any such funding awards to appropriate projects for the benefit of the local government areas of the participating local authorities, including, where applicable, approving the approach to the procurement to be undertaken by the lead borough.
 - 3.1.3. Seeking to be the recipient of devolved powers and/or funding streams for the local government areas of the participating local authorities, which relate to the economic prosperity agenda.
 - 3.1.4. Exercising any such powers and allocating any such funding.
 - 3.1.5. Representing the participating local authorities in discussions and negotiations with regional bodies, national bodies and central government on matters relating to economic prosperity for the benefit of the local government areas of the participating authorities.
 - 3.1.6. Representing the participating authorities in connection with the Greater London Authority, London Councils and the London Enterprise Panel, for the benefit of the local government areas of the participating authorities, in matters relating to the economic prosperity agenda.
 - 3.1.7. Representing the participating local authorities in discussions and negotiations in relation to pan-London matters relating to economic prosperity.

- 3.1.8. Seeking to influence and align government investment in West London in order to boost economic growth within the local government areas of the participating authorities.
 - 3.1.9. Agreeing and approving any additional governance structures as related to the Joint Committee, or any sub-committees formed by the Joint Committee.
 - 3.1.10. Representing the participating local authorities in discussions and negotiations with the Secretary of State for Communities and Local Government to encourage legislative reform enabling Economic Prosperity Boards, as defined by the Local Democracy, Economic Development and Construction Act 2009 Act, to be established by groups of boroughs in London.
 - 3.1.11. Inviting special representatives of stakeholders such as business associations, government agencies such as DWP or Jobcentre Plus, the further education sector, higher education sector, schools, voluntary sector, and health sector to take an interest in, and/or seek to influence, the business of the committee including by attending meetings and commenting on proposals and documents.
- 3.2. In relation to the Participating Boroughs which operate executive arrangements only executive functions of each borough may be exercised.

4. Membership and Quorum

- 4.1. The membership will comprise of 6 members with each Participating Borough appointing one person to sit on the Joint Committee as a voting member.
- 4.2. Each Participating Borough will make a suitable appointment in accordance with its own constitutional requirements.
 - 4.2.1. Where a Participating Borough operates executive arrangements, then the appointment of a voting member of the West London EPB will be by the leaders of the executive or by the executive. It is anticipated that, where practicable, the leader of each such executive will be appointed to the West London EPB.
 - 4.2.2. Where a Participating Borough does not operate executive arrangements, the appointment of a voting member of the West London EPB will be in accordance with the Borough's own procedures. It is envisaged that this will usually be one of its senior councillors.
- 4.3. In all cases, the appointed person must be an elected member of the council of the appointing Participating Borough. Appointments will be made for a maximum period not extending beyond each member's remaining term of office as a councillor, and their membership of the Joint

Committee will automatically cease if they cease to be an elected member of the appointing Participating Borough.

- 4.4. Members of the Joint Committee are governed by the provisions of their own Council's Codes and Protocols including the Code of Conduct for Members and the rules on Disclosable Pecuniary Interests.
- 4.5. Each Participating Borough will utilise existing mechanisms for substitution as laid down in their own Standing Orders. Continuity of attendance is encouraged.
- 4.6. Where a Participating Borough wishes to withdraw from membership of the Joint Committee this must be indicated in writing to each of the committee members. A six month notice period must be provided.
- 4.7. When a new borough wishes to become a Participating Borough then this may be achieved if agreed by a unanimous vote of all the existing Participating Boroughs.
- 4.8. The quorum for the Joint Committee is three members. If the Joint Committee is not quorate it cannot transact any business. If there is no quorum at the time the meeting is due to begin, the start of the meeting will be delayed until a quorum is achieved. If no quorum is achieved after 30 minutes has elapsed, the clerk will advise those present that no business can be transacted and the meeting will be cancelled.

5. Chair and Vice-Chair

- 5.1. The Chair of the Joint Committee will be appointed for 12 months, and will rotate amongst the Participating Boroughs.
- 5.2. Unless otherwise unanimously agreed by the Joint Committee, each Participating Borough's appointed person will serve as chair for 12 months at a time. Where the incumbent Chair ceases to be a member of the Joint Committee, the individual appointed by the relevant borough as a replacement will serve as Chair for the remainder of the 12 months as chair.
- 5.3. The Joint Committee will also appoint a Vice-Chair from within its membership on an annual basis to preside in the absence of the Chair. This appointment will also rotate in a similar manner to the Chair.
- 5.4. At its first meeting, the Committee will draw up the rotas for Chair and Vice-Chair respectively.
- 5.5. Where neither the Chair nor Vice-Chair are in attendance, the Joint Committee will appoint a Chair to preside over the meeting.
- 5.6. In the event of any disagreement as the meaning or application of these Rules, the decision of the Chair shall be final.

6. Sub-Committees

- 6.1. The Joint Committee may establish sub-committees to undertake elements of its work if required.

7. Delegation to officers

- 7.1. The Joint Committee may delegate specific functions to officers of any of the Participating Boroughs.
- 7.2. Any such delegation may be subject to the requirement for the officer to consult with or obtain the prior agreement of an officer (or officers) of the other boroughs.
- 7.3. It may also be subject to the requirement for the officer with delegated authority to consult with the Chair of the Joint Committee and the Leaders of the one or more Participating Boroughs before exercising their delegated authority.

8. Administration

- 8.1. Organisational and clerking support for the Joint Committee, and accommodation for meetings, will be provided by the Participating Borough whose representative is Chair unless otherwise agreed by the Joint Committee. The costs of this will be reimbursed by contributions from the other Participating Boroughs as approved by the Joint Committee.

9. Financial matters

- 9.1. The Joint Committee will not have a pre-allocated budget.
- 9.2. When making a decision which has financial consequences, the Joint Committee will follow the relevant provisions of the Financial Procedure Rules of LB Ealing.

10. Agenda management

- 10.1. Subject to 10.2, all prospective items of business for the Joint Committee shall be agreed by a meeting of the Chief Executives of the Participating Boroughs or their representatives.
- 10.2. It will be the responsibility of each report author to ensure that the impacts on all Participating Boroughs are fairly and accurately represented in the report. They may do this either by consulting with the monitoring officer and chief finance officer of each Participating Borough or by some other appropriate method.
- 10.3. In pursuance of their statutory duties, the monitoring officer and/or the chief financial officer of any of the Participating Boroughs may include an item for consideration on the agenda of a meeting of the Joint Committee, and, may require that an extraordinary meeting be called to consider such items.

- 10.4. Each Participating Borough operating executive arrangements will be responsible for considering whether it is necessary [in order to comply with Access to Information legislation regarding the publication of agendas including Forward Plan requirements] to treat prospective decisions as 'key- decisions' and/or have them included in the Forward Plan. Each Participating Borough operating a committee system will apply its local non statutory procedures.

11. Meetings

- 11.1. The Joint Committee will meet as required to fulfil its functions.
- 11.2. A programme of meetings at the start of each Municipal Year will be scheduled and included in the Calendar of Meetings for all Participating Boroughs.
- 11.3. Access to meetings and papers of the Joint Committee by the Press and Public is subject to the Local Government Act 1972 and to the Openness of Local Government Bodies Regulations 2014. The Joint Committee will also have regard to the Local Authorities (Executive Arrangements) (Meetings and Access to information) (England) Regulations 2012, notwithstanding the fact that its provisions do not strictly apply to the Joint Committee for so long as the committee has any members who are not members of an executive of a Participating Borough.

12. Notice of meetings

- 12.1. On behalf of the Joint Committee, a clerk will give notice to the public of the time and place of any meeting in accordance with the Access to Information requirements.
- 12.2. At least five clear working days in advance of a meeting a clerk to the Joint Committee will publish the agenda via the website of clerk's authority and provide the documentation and website link to the Participating Boroughs to enable the information to be published on each Participating Borough's website. "Five Clear Days" does not include weekends or national holidays and excludes both the day of the meeting and the day on which the meeting is called.
- 12.3. The clerk to the Joint Committee will arrange for the copying and distribution of papers to all Members of the Committee.

13. Public participation

- 13.1. Unless considering information classified as 'exempt' or 'confidential' under Access to Information Legislation, all meetings of the Joint Committee shall be held in public.
- 13.2. Public representations and questions are permitted at meetings of the Joint Committee. Notification must be given in advance of the meeting indicating by 12 noon on the last working day before the meeting the matter to be raised and the agenda item to which it relates.

Representatives will be provided with a maximum of 3 minutes to address the Joint Committee.

- 13.3. The maximum number of speakers allowed per agenda item is 6.
- 13.4. Where the number of public representations exceed the time / number allowed, a written response will be provided or the representation deferred to the next meeting of the Joint Committee if appropriate.
- 13.5. The Joint Committee may also invite special representatives of stakeholders such as business associations, government agencies such as DWP or Jobcentre Plus, the further education sector, voluntary sector, and health sector to take an interest in the business of the committee including by attending meetings and commenting on proposals and documents.
- 13.6. The Chair shall have discretion to regulate the behaviour of all individuals present at the meeting in the interests of the efficient conduct of the meeting.

14. Member participation

- 14.1. Any elected member of the council of any of the Participating Boroughs who is not a member of the Joint Committee may ask a question or address the Committee with the consent of the Chair.

15. Business to be transacted

- 15.1. Standing items for each meeting of the Joint Committee will include the following:
 - 15.1.1 Minutes of the Last Meeting
 - 15.1.2 Apologies for absence
 - 15.1.3 Declarations of Interest
 - 15.1.4 Provision for public participation
 - 15.1.5 Substantive items for consideration
- 15.2. The Chair may vary the order of business and take urgent items as specified in the Access to Information Requirements at his / her discretion. The Chair should inform the Members of the Joint Committee prior to allowing the consideration of urgent items.
- 15.3. An item of business may not be considered at a meeting unless:
 - 15.3.1 A copy of the agenda included the item (or a copy of the item) is open to inspection by the public for at least five clear days before the meeting; or
 - 15.3.2 By reason of special circumstances which shall be specified in the minutes the Chair of the meeting is of the opinion that the item should be considered at the meeting as a matter of urgency.

- 15.4. “Special Circumstances” justifying an item being considered as a matter or urgency will relate to both why the decision could not be made at a meeting allowing the proper time for inspection by the public as well as why the item or report could not have been available for inspection for five clear days before the meeting.

16. Extraordinary meetings

- 16.1. Arrangements may be made following consultation with Chair of the Joint Committee to call an extraordinary meeting of the Joint Committee. The Chair should inform the appointed Members prior to taking a decision to convene an extraordinary meeting.
- 16.2. The business of an extraordinary meeting shall be only that specified on the agenda.

17. Cancellation of meetings

- 17.1. Meetings of the Joint Committee may, after consultation with the Chair, be cancelled if there is insufficient business to transact or some other appropriate reason warranting cancellation. The date of meetings may be varied after consultation with the Chair and appointed members of the Joint Committee in the event that it is necessary for the efficient transaction of business.

18. Rules of debate

- 18.1. The rules of debate in operation in the Chair’s authority shall apply.

19. Request for determination of business

- 19.1. Any member of the Joint Committee may request at any time that:
- 19.1.1 The Joint Committee move to vote upon the current item of consideration.
 - 19.1.2 The item be deferred to the next meeting.
 - 19.1.3 The item be referred back to a meeting of the Chief Executives of the Participating Boroughs for further consideration.
 - 19.1.4 The meeting be adjourned.
- 19.2. The Joint Committee will then vote on the request.

20. Urgency procedure

- 20.1. Where the Chair (following consultation with the appointed Members of the Joint Committee) is of the view that an urgent decision is required in respect of any matter within the Joint Committee’s functions and that decision would not reasonably require the calling of an Extraordinary Meeting of the Joint Committee to consider it and it cannot wait until the next Ordinary Meeting of the Joint Committee, then they may request in writing the Chief Executive of each Participating Borough (in line with pre-existing delegations in each Borough’s Constitution) to take urgent action as is required within each of the constituent boroughs.

21. Voting

- 21.1. The Joint Committee's decision making will operate on the basis of mutual cooperation and consent and will take into account the views of the special representatives. It is expected that decisions will be taken on a consensual basis wherever reasonably possible.
- 21.2. Where a vote is required it will be on the basis of one vote per member and unless a recorded vote is requested, the Chair will take the vote by show of hands.
- 21.3. Any matter (save for a decision under Rule 4.7 above) shall be decided by a simple majority of those members voting and present. Where there is an equality of votes, the Chair of the meeting shall have a second and casting vote.
- 21.4. Any two members can request that a recorded vote be taken.
- 21.5. Where, immediately after a vote is taken at a meeting, if any Member so requests, there shall be recorded in the minutes of the proceedings of that meeting whether the person cast their vote for or against the matter or whether they abstained from voting.

22. Minutes

- 22.1. At the next suitable meeting of the Joint Committee, the Chair will move a motion that the minutes of the previous meeting be agreed as a correct record. The meeting may only consider the accuracy of the minutes and cannot change or vary decisions taken at a previous meeting as a matter arising out of the minutes.
- 22.2. Once agreed, the Chair will sign them.
- 22.3. There will be no item for the approval of minutes of an ordinary Joint Committee meeting on the agenda of an extraordinary meeting.

23. Exclusion of Public and Press

- 23.1. Members of the public and press may only be excluded from a meeting of the Joint Committee either in accordance with the Access to Information requirements or in the event of disturbance.
- 23.2. A motion may be moved at any time for the exclusion of the public from the whole or any part of the proceedings. The motion shall specify by reference to Section 100(A) Local Government Act 1972 the reason for the exclusion in relation to each item of business for which it is proposed that the public be excluded. The public must be excluded from meetings whenever it is likely, in view of the nature of business to be transacted, or the nature of the proceedings that confidential information would be disclosed.

- 23.3. If there is a general disturbance making orderly business impossible, the Chair may adjourn the meeting for as long as they think is necessary.
- 23.4. Background papers will be published as part of the Joint Committee agenda and be made available to the public via the website of each authority.

24. Overview and Scrutiny

- 24.1. Decisions of the Joint Committee which relate to the executive functions of a Participating Borough will be subject to scrutiny and 'call -in' arrangements (or such other arrangements equivalent to call-in that any Participating Borough operating a committee system may have) as would apply locally to a decision made by that Participating Borough acting alone.
- 24.2. No decision should be implemented until such time as the call-in period has expired across all of the Participating Boroughs.
- 24.3. Where a decision is called in, arrangements will be made at the earliest opportunity within the Participating Borough where the Call-In had taken place for it to be heard.
- 24.4. Any decision called in for scrutiny before it has been implemented shall not be implemented until such time as the call-in procedures of the Participating Borough concerned have been concluded.

25. Access to minutes and papers after the meeting

- 25.1. On behalf of the Joint Committee, a clerk will make available copies of the following for six years after the meeting:
 - 25.1.1 the minutes of the meeting and records of decisions taken, together with reasons, for all meetings of the Joint Committee, excluding any part of the minutes of proceedings when the meeting was not open to the public or which disclose exempt or confidential information;
 - 25.1.2 the agenda for the meeting; and
 - 25.1.3 reports relating to items when the meeting was open to the public.

26. Amendment of these Rules

- 26.1. These Rules shall be agreed by the Joint Committee at its first meeting. Any amendments shall be made by the Joint Committee following consultation with the monitoring officers of the Participating Boroughs. Note that Rule 3 (Functions) may only be amended following a formal delegation from each of the Participating Boroughs.

27. Background Papers

- 27.1. Every report shall contain a list of those documents relating to the subject matter of the report which in the opinion of the author:
- 27.1.1 disclose any facts or matters on which the report or an important part of it is based;
- 27.1.2 which have been relied on to a material extent in preparing the report but does not include published works or those which disclose exempt or confidential information and in respect of reports to the Joint Committee, the advice of a political assistant.
- 27.2. Where a copy of a report for a meeting is made available for inspection by the public at the same time the clerk shall make available for inspection:
- 27.2.1 a copy of the list of background papers for the report
- 27.2.2 at least one copy of each of the documents included in that list
- 27.3. The Clerk will make available for public inspection for four years after the date of the meeting one copy of each of the documents on the list of background papers.

North Central London Joint Health Overview and Scrutiny Committee

1. To engage with relevant NHS bodies on strategic area wide issues in respect of the co-ordination, commissioning and provision of NHS health services across the whole of the area of Barnet, Camden, Enfield, Haringey and Islington;
2. To respond, where appropriate, to any proposals for change to specialised NHS services that are commissioned on a cross borough basis and where there are comparatively small numbers of patients in each of the participating boroughs;
3. To respond to any formal consultations on proposals for substantial developments or variations in health services across affecting the areas of Barnet, Camden, Enfield, Haringey and Islington and to decide whether to use the power of referral to the Secretary of State for Health on behalf of Councils who have formally agreed to delegate this power to it when responding to formal consultations involving all the five boroughs participating in the JHOSC;
4. The joint committee will work independently of both the Cabinet and health overview and scrutiny committees (HOSCs) of its parent authorities, although evidence collected by individual HOSCs may be submitted as evidence to the joint committee and considered at its discretion;
5. The joint committee will seek to promote joint working where it may provide more effective use of health scrutiny and NHS resources and will endeavour to avoid duplicating the work of individual HOSCs. As part of this, the joint committee may

establish sub and working groups as appropriate to consider issues of mutual concern provided that this does not duplicate work by individual HOSCs; and

6. The joint committee will aim to work together in a spirit of co-operation, striving to work to a consensual view to the benefit of local people.

Terms of Reference of Boards

1. Local Strategic Partnership (Barnet Partnership Board)

- 1.1. A Local Strategic Partnership is an advisory committee which brings together the key public, private and voluntary organisations within the borough to identify and articulate the needs and aspirations of Barnet's local communities and to provide a forum to assist the Council by collectively reviewing and steering public resources, through identifying priorities in Sustainable Community Strategies
- 1.2. Membership
- 1.3. Leader of the Council Council representatives to be appointed by Annual Council Senior representatives from:
 - 1.3.1. Related Argent
 - 1.3.2. Barnet & Southgate College
 - 1.3.3. Barnet Council
 - 1.3.4. Brent Cross Shopping Centre
 - 1.3.5. Barnet Together Alliance
 - 1.3.6. Barnet Clinical Commissioning Group
 - 1.3.7. Department for Work and Pensions
 - 1.3.8. Federation of Small Business
 - 1.3.9. London Fire Service
 - 1.3.10. Middlesex University
 - 1.3.11. Metropolitan Police
 - 1.3.12. Saracens West London Alliance

2. Children's Partnership Board

- 2.1. Barnet's Children's Partnership Board brings together all services for children and young people in the borough, to focus on hearing the voice of children and young people and improving their outcomes.
- 2.2. Senior representatives from partner organisations make up the Children's Partnership Board which keeps strategic oversight of the Barnet Children and Young People's Partnership Plan. Each organisation has agreed to be responsible for implementing this plan which will be monitored by the Board.
- 2.3. The legal framework underpinning Barnet's Children's Partnership Board arrangements is the 'duty to cooperate' and improve the well being of children across the Borough, set out in S10 of the Children Act 2004. The

terms of reference and membership will be the subject of annual review to take account of local or national changes and developments.

2.4. General Responsibilities and Functions The Children's Partnership Board is accountable for the following:

- 2.4.1. Ensuring the voice of children and young people is heard in Barnet
- 2.4.2. Developing and delivering the Children & Young People's Plan.
- 2.4.3. Ensuring that the collective resources of the partners are being used to the best effect to meet the priorities in the Children & Young People's Plan.
- 2.4.4. Resolving issues that block progress against the priorities.
- 2.4.5. Reviewing Plans and Strategies relating to Children and Young People in Barnet prior to consideration by executive groups (e.g. Children, Education & Safeguarding Committee, Health & Wellbeing Board, etc.)
- 2.4.6. Working with the Voluntary Sector in a particular approach to enable the best outcomes for children and young people

This includes shared responsibility for:

- 2.4.7. Meeting the priorities in the Children & Young People's Plan
 - 2.4.8. Jointly developing, delivering and resourcing strategies and action plans necessary to meet the priorities
 - 2.4.9. Addressing barriers to meeting the priorities and to identifying future needs, including communication, information and data sharing
 - 2.4.10. Keeping Children's workforce informed and involved, providing clear direction, development and training as necessary
 - 2.4.11. Releasing staff to develop and attend network events
 - 2.4.12. Clarifying and simplifying governance structures and decision-making
 - 2.4.13. Ensuring that children, young people and families have a voice in decision making that affects them
 - 2.4.14. Monitoring performance towards agreed outcomes and taking remedial action where necessary.
 - 2.4.15. Building upon good practice and developing an evidence-based approach to what works.
- 2.5. The partnerships remit includes the needs of all children and young people in Barnet under the age of 19, young people up to the age of 25 leaving care and young people up to the age of 25 with disabilities and/or learning difficulties. These responsibilities include effective transition arrangements, where necessary.
- 2.6. Roles and Responsibilities of Board Members All members of the Board are required to agree to undertake the following:
- 2.6.1. Attendance at all Board meetings (or representation provided by as senior replacement).
 - 2.6.2. Members will be responsible for an effective two-way communication system whereby the decisions and aims of the Board are widely

disseminated and relevant organisational issues from members' own agencies are communicated to the Board.

- 2.6.3. Provide leadership on strategic issues to members of the Board
- 2.6.4. Champion the objectives of the Children and Young People's Plan and ensure relevant activities within the plan are implemented by their organisation.
- 2.6.5. Contribute to the development of a strategic three to five-year vision Meetings will be held quarterly and dates for each year will be set in advance.

3. Membership

- 3.1. The Board will be chaired by the Executive Director for Children's Services
- 3.2. Members are able to delegate a deputy of suitable authority if they are unable to attend, by agreement with the chair. Current partners and members are:
 - LB Barnet – Lead Member for Children's Services; Executive Director for Children's Services; Assistant Director Education Strategy & Partnerships; Commissioning Strategy & Policy Advisor; Assistant Director Commissioning & Strategy; Voice of the Child Participation Officer; Housing Commissioning Lead; Commissioning Lead Growth & Development; Senior Communications & Campaigns Manager; Public Health Consultant;
 - North Central London Clinical Commissioning Group (NCL CCG) – Director for Adults Joint Commissioning and CYP Health Commissioning Children's Clinical Lead NHS;
 - Metropolitan Police – Inspector;
 - Schools – Three representative headteachers, one each from Barnet primary, secondary and special schools
 - Barnet Education & Learning Service – Chief Executive;
 - Voluntary Sector – Chief Executive, Inclusion Barnet; Chief Executive, Young Barnet Foundation;
 - Young Persons Representatives – Member of Barnet Youth Parliament 1; Member of Barnet Youth Parliament 2
 - Multi-Faith Representative - Chair, Barnet MultiFaith Forum;

Parent / Carer Group Representative – Chair of the Parent Carer Forum

4. Quorum

4.1. 5 – must include the following:

- Chair (or deputy)
- At least one representative of the LB Barnet
- At least one representative NCL CCG
- At least one representative of Schools
- At least one member representing the voluntary sector

Safer Communities Partnership Board

1. The Safer Communities Partnership Board (SCPB) is the inter-agency mechanism in Barnet to reduce crime and anti-social behaviour and reoffending and promote social cohesion. It acts as the Crime and Disorder Reduction Partnership as defined (and required) by the 1998 Crime and Disorder Act and subsequent amendments including the 2006 Police and Justice Act and the 2009 Policing and Crime Act.
2. The SCPB operates within the constitutional requirements of Barnet Council, the Metropolitan Police and other partner agencies, who ensure that the Board's approaches to policy formulation and resource allocation are consistent with those of the agencies concerned.
3. It is taking forward one of the objectives in the strategy to develop an Integrated Offender Management system that brings together the different agencies involved in managing the punishment and rehabilitation of offenders in a much more efficient and joined up way, reducing the risks of reoffending and ensuring far more offenders complete their drug rehabilitation successfully. Barnet Safer Communities Partnership is an unincorporated body and therefore it does not have a legal personality. Its members work collectively within their own individual legal frameworks.
4. Meetings will be quarterly and a quorum will comprise four members provided this consists of: The Chair (Barnet Councillor) and Vice Chair (Metropolitan Police) At least one other representative each of the Council and the Metropolitan Police.
5. Other current partners are:
 - London Probation Trust
 - National Probation Service
 - London Fire Brigade
 - Barnet Clinical Commissioning Group
 - MOPAC (Mayor's Office Policing/Crime)
 - Barnet Safer Neighbourhood Board
 - Middlesex University
 - North West London Magistrates' Court
 - Inclusion Barnet
 - Victim Support, North London Division

- Department for Work and Pensions • Voluntary Sector Representative (as invited by the Board)

This page is intentionally left blank

Article 7

Officers

Introduction

This Article describes the management structure of the Authority and the responsibilities of the Statutory and Chief Officers

‘Officers’ means all employees and staff engaged by the council to carry out its functions. Those engaged under short term, agency or other non-employed situations as well as those employed on a permanent basis are covered.

1. Management Structure

1.1. General

1.1.1. The Council may engage such staff (referred to as officers) as it considers necessary to carry out its functions.

1.2. Chief Officers

1.2.1. The Council will engage persons for the following posts, who will be designated Chief Officers

Post	Functions and areas of responsibility
Chief Executive (Head of Paid Service)	Overall corporate management and operational responsibility (including overall management responsibility for all officers). Provision of professional advice to all parties in the decision-making process. Representing the Council on partnership and external bodies (as required by statute or the Council). Promote the importance of the ethical agenda and to sustain the highest standards of ethical behaviour on the part of the Council’s officers in the performance of their duties in accordance with the requirements of the Officers Code of Conduct set out in this Constitution.

Post	Functions and areas of responsibility
Executive Director of Children and Young People	Children's Social Care (Help and Protection & Corporate Parenting and Disability) Education and Skills Strategy and Partnerships Libraries
Deputy Chief Executive	Growth (Development and Economy; Housing and Regeneration; Brent Cross; Capital Delivery and Growth; Estates and Acquisitions) Environment (Street Scene; Parking Transport and Highways;) Commercial Services Programmes, Performance and Risk Planning and building Control
Executive Director of Strategy and Resources	Finance, including Pensions and Treasury Revenues & Benefits HR and Organisational Development Exchequer Strategy and Communications Equalities Diversity and Inclusion (EDI).
Executive Director Adult, Communities and Health	Adult Social Care Leisure & Physical Activity Greenspaces, Trees & Woodlands Mortuary and Cemetery & Crematorium
Executive Director of Assurance	Organisational Resilience (Insurance Emergency Planning and Business Continuity) Audit and Anti-Fraud Community Safety, CCTV and Enforcement Corporate Complaints Electoral Services Records and Information Management Environmental Health Trading Standards and Licensing Governance Service and Mayor's Office Legal Services Contract Management
Director of Public Health and Prevention	Public Health Prevention Intelligence and Insight Response to public health emergencies and health protection incidents Health and Safety and Workforce Wellbeing
Director of Transformation	Transformation Procurement Customer and Digital Services including Registrars

2. Statutory Officers

2.1. The Council will designate the following posts as shown:

Post	Designation
Head of Paid Service	Head of Paid Service
Executive Director of Strategy and Resources	Chief Financial Officer (Section 151 Officer)
Executive Director Children and Young People	Director of Children's Services
Executive Director Adult, Communities and Health	Director of Adult Social Services
Monitoring Officer	Monitoring Officer
Head of Governance	Scrutiny Officer
Director of Public Health and Prevention	Director of Public Health

3. Departmental Structure

3.1. The Head of Paid Service will determine and publish a description of the overall departmental structure for the Council. This will outline the management structure and the deployment of officers.

4. Delegations

4.1. Some decisions are made by officers under approved delegated powers. A list of all the functions delegated to chief officers is included in Part X of this Constitution.

5. Functions of the Head of Paid Service

5.1. Discharge of functions by the Council

5.1.1. The Head of Paid Service will report to the full Council on the manner in which the discharge of the Council's functions is co-ordinated, the number and grade of officers required for the discharge of functions and the organisation of officers.

5.2. Discharge of functions by the Council

5.2.1. The Head of Paid Service may not be the Monitoring Officer but may hold the post of Chief Finance Officer if a qualified accountant.

1. Functions of Monitoring Officer

6.1 Maintaining the Constitution

6.1.1 The Monitoring Officer will maintain an up-to-date version of the Constitution and will ensure that it is available to Members, staff and the public.

2. Ensuring lawfulness and fairness of decision making

2.1. After consulting with the Head of Paid Service and Chief Finance Officer, the Monitoring Officer will report to the full Council, or to the Executive in relation to an executive function, if they consider that any proposal, decision or omission in the course of the discharge of functions of the authority by or on behalf of the authority constitutes, has given rise to or is likely to or would give rise to a contravention of any enactment or rule of law or statutory code of practice or maladministration. Such a report will have the effect of stopping the proposal or decision being implemented until the report has been considered.

3. Ensuring the lawfulness of council operating procedures

3.1. After consulting with the Head of Governance and the relevant senior manager the Monitoring Officer will report to the Head of Paid Service any council process or procedure which they consider could give rise to unlawfulness or if any such process or procedure would give rise to maladministration.

4. Supporting the Governance, Audit, Risk Management and Standards Committee in respect of standards and advising on the Code of Conduct

4.1. The Monitoring Officer will contribute to the promotion and maintenance of high standards of conduct through provision of support to the Governance, Audit and Standards Committee. They will also provide advice to Members of the Council and act as the proper officer to receive complaints of failure to comply with the Members Code of Conduct. They will also make decisions about member complaints as set out in the Procedure for Dealing With Complaints Against Members.

5. Advising whether Executive decisions are within the budget and policy framework

5.1. Where necessary, the Monitoring Officer will advise whether decisions of the Executive are in accordance with the budget and policy framework.

6. Providing advice

- 6.1.** The Monitoring Officer will provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and framework issues to all Councillors.

7. Register of Member's financial and other interests

- 7.1.** The Monitoring Officer assisted by the Head of Governance will establish and maintain a register of Members' interests and gifts and hospitality. These registers will be open to public inspection at all reasonable times.

8. Restrictions on posts

- 8.1.** The Monitoring Officer cannot be the Chief Finance Officer or the Head of Paid Service.

9. Functions of the Chief Finance Officer

9.1. Ensuring lawfulness and financial prudence in decision making

- 9.1.1.** After consulting with the Head of Paid Service and the Monitoring Officer, the Chief Finance Officer will report to:

- 9.1.1.1.** the Full Council; or
- 9.1.1.2.** to the Executive in relation to an Executive function; and
- 9.1.1.3.** to Council's external auditor

- 9.1.2.** If they consider that any proposal, decision or course of action will:

- 9.1.2.1.** involve incurring unlawful expenditure; or
- 9.1.2.2.** is unlawful and is likely to cause a loss or deficiency; or
- 9.1.2.3.** if the Council is about to enter an item of account unlawfully.

10. Estimates and resources

- 10.1.** In accordance with the Local Government Act 2003 to advise on the robustness of estimates and level of resources.

11. Administration of financial affairs

- 11.1.** The Chief Finance Officer will have responsibility for the administration of the financial affairs of the Council including Pensions Governance.

12. Contributing to corporate management

- 12.1.** The Chief Finance Officer will contribute to the corporate management of the Council, in particular through the provision of professional financial advice.

13. Providing financial advice

13.1. The Chief Finance Officer will provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and budget and framework issues to all Councillors and will support and advise Councillors and officers in their respective roles.

14. Duty to provide sufficient resources to the Monitoring Officer and Chief Finance Officer

14.1. The Council will provide the Monitoring Officer and Chief Finance Officer with such officers, accommodation and other resources as are in their reasonable opinion sufficient to allow their duties to be performed.

15. Functions of the Director of Children's Services

15.1. Local Education Authority

15.1.1. The Director of Children's Services will have responsibility for functions conferred on or exercisable by the authority in their capacity as a Local Education Authority.

15.2. Social Services (relating to children)

15.2.1. The Director of Children's Services will have responsibility for functions conferred on or exercisable by the authority, which are social services functions so far as those functions relate to children.

15.3. Improving well-being

15.3.1. The Director of Children's Services will have responsibility for making arrangements with a view to improving the well-being of children in the authority's area.

15.4. Safeguarding and welfare

15.4.1. The Director of Children's Services will have responsibility for safeguarding and promoting the welfare of children.

15.5. Establishing Information Databases

15.5.1. The Director of Children's Services will establish and maintain information databases in relation to the well-being and safeguarding of children.

15.6. Preparation and publication of the Children's and Young People's Plan

15.6.1. The Director of Children's Services will prepare and publish a Children's and Young People's Plan setting out the authority's strategy for discharging their functions in relation to children and relevant young persons.

15.7. Function on behalf of an NHS Body

15.7.1. The Director of Children's Services will have responsibility for function under section 31 of the Health Act 1988 on behalf of an NHS body so far as those relate to children.

15.8. Any other function

15.8.1. The Director of Children's Services will have responsibility any additional functions, as the authority considers appropriate.

16. Functions of the Director of Adult Social Services

16.1. Discharge of Functions by the Council

16.1.1. The Director of Adult Social Services will have responsibility for all functions social services functions (other than those for which the Director of Children's Services is responsible) in accordance with Section 6 of the Local Authority Social Services Act 1970 (as amended) by the Children Act 2004.

17. Functions of the Director of Public Health (DPH)

17.1. The DPH is responsible for writing the Annual Report on the health of the local population.

17.2. The DPH is responsible for all of the local authority's duties to take steps to improve public health.

17.3. The DPH is responsible for exercising the local authority's functions in planning for, and responding to, emergencies that present a risk to public health.

17.4. The DPH is responsible for exercising the local authority's role in co-operating with the Police, the Probation Service and the Prison Service to assess the risks posed by violent or sexual offenders.

17.5. The DPH is responsible for the local authority's public health response as a responsible authority under the Licensing Act 2003, such as making representations about licensing applications.

17.6. The DPH is responsible for exercising the local authority's duties to ensure plans are in place to protect their population including through screening and immunisation.

17.7. The DPH is responsible for any of the Secretary of State's public health protection or health improvement functions that s/he delegates to local authorities, either by arrangement or under regulations. These include services mandated by regulations made under section 6C of the 2006 Act, inserted by section 18 of the 2012 Act;

17.8. The DPH is responsible for such other public health functions as the Secretary of State specifies in regulations, including services prescribed under Section 6C

of the 2006 Act and under dental public health powers under in 111 of the 2006 Act, as amended by the 2012 Act.

18. Functions of the Scrutiny Officer

18.1. Promotion of Overview and Scrutiny

18.1.1. The Scrutiny Officer will promote the role of the Overview and Scrutiny Committee and its sub-committees.

18.2. Support to the Overview and Scrutiny Committee

18.2.1. The Scrutiny Officer will provide support to the Overview and Scrutiny committee and sub-committees and their members.

18.3. Support and guidance to Members and officers

18.3.1. The Scrutiny Officer will provide support and guidance to Members and officers in relation to the functions of the Overview and Scrutiny Committee and its sub-committees.

19. Conduct

24.1. Officers will comply with the Officers' Code of Conduct and the Protocol on Councillor - Officer Relations set out in Part X of this Constitution.

20. Employment

20.1. The recruitment, selection and dismissal of officers will comply with the HR Regulations set out in Part X of this Constitution

Delegations to the Head of Paid Service, Executive Directors and Statutory Officers

1. This Scheme sets out those delegations made to the Head of Paid Service and Executive Directors whether by the Council or by Cabinet (the Executive). The Scheme also sets out the powers of the Statutory Officers of the Council.
2. The Head of Paid Service, Executive Directors and Statutory Officers may (where statute allows this) further delegate responsibility for matters to officers within their departments. These delegations must be in writing.
3. The source of each delegation is specified in the Scheme.
4. Council, Cabinet or Committees may reserve to themselves decisions that have been delegated to officers by giving notice to the relevant Executive Director or the Head of Paid Service.
5. When any new power or duty is given to the Council and it is unclear where responsibility for that function lies, the exercise of that power or duty will be undertaken by the Head of Paid Service or relevant Executive Director.

6. Principles of Delegation

6.1. Officers may exercise delegated powers provided that the matter:-

- 6.1.1. is covered by an approved policy
- 6.1.2. there are no unusual features
- 6.1.3. there are no political, controversial or other significant issues,

6.2. otherwise the matter should be referred to Members to determine.

6.3. In exercising delegated powers officers must:

- 6.3.1. Incur expenditure within approved estimates/limits.
- 6.3.2. Comply with the Council's Procedure Rules and Financial Regulations in force at the time.
- 6.3.3. Comply with any policy, plan or direction of the Council, Cabinet or Committee.
- 6.3.4. Consult and undertake an equality impact assessment where appropriate, and/or agree with other relevant officers.
- 6.3.5. Consult or refer the matter to the Head of Paid Service in appropriate cases.
- 6.3.6. Keep appropriate records and registers of decisions and report to Council, Cabinet or Committee if required. Such decisions are to be recorded in the form of a Delegated Powers Report or Officer Decision Report.

- 6.3.7. In using delegated powers, officers are accountable to the Council or Cabinet or the Committee from which those delegated powers derive.
- 6.3.8. Acts of officers done under delegated powers are deemed to be acts of the Council.
- 6.3.9. Delegations exercised in relation to contracts must follow the Contract Procedure Rules in force at the time.
- 6.3.10. Delegations exercised in relation to land and property transactions must follow the Land and Property Transactions Authorisation Limits in force at the time.

7. Non Executive Decision Procedure (Council Side Officer Decisions)

- 7.1. The Head of Paid Service, Executive Directors and Statutory Officers may be specifically authorised to take decisions on behalf of the Council or a Committee in cases of urgency or in relation to minor matters. In doing so the procedure set out below must be followed:

8. Urgent Non-Executive Decisions and Minor Matters

8.1. Matters which are the responsibility of Full Council

- 8.2. Subject to consultation with the Leader of the Council (or in his/her absence the Deputy Leader) and the leaders of the political groups or their nominees, the Head of Paid Service, Executive Directors and Statutory Officers shall have the power to act on behalf of the Council in cases of urgency and on minor matters, where the urgent matter is of such a nature that it may be against the Council's interest to delay and where it is not practicable to obtain the approval of the Council. In the event of disagreement between the Members consulted, the matter must be referred to the Council. The safeguards in paragraph 10 below must be followed.

9. Matters which are the responsibility of Committees of the Council

- 9.1. Subject to consultation with the Chair of the relevant committee and the nominated members of the political groups or their nominees, the Head of Paid Service, Executive Directors and Statutory Officers shall have the power to act on behalf of the Council in cases of urgency and on minor matters, where the urgent matter is of such a nature that it may be against the Council's interest to delay and where it is not practicable to obtain the approval of the Council Committee. In the event of disagreement between the Members consulted, the matter shall be referred to the Head of Paid Service who may take the decision after consultation with the Leaders of all political groups or their nominees, and if appropriate, with the statutory officers. The safeguards in paragraph 10 below must be followed.

10. Safeguards

- 10.1. The procedure must only be used when considered essential to achieving the efficient administration of the service and for urgent matters consideration must be given to whether the matter can wait until the next scheduled meeting or whether the calling of a special meeting can be justified.
- 10.2. The information in the report form must be given the same care and attention as a report to the committee or to Council. Councillors must be given all the information they need in order to fully consider the matter.
- 10.3. All decisions taken by officers under this delegated power must be reported for information to the next meeting of the appropriate committee or Council.
- 10.4. For minor matters the subject matter:
 - 10.4.1. should not give rise to implication of a policy or resource nature for the authority;
 - 10.4.2. the cost of implementing the decision must not exceed agreed budgets; and
 - 10.4.3. the decision should not conflict with any plan or strategy agreed by the Council.

11. Urgent Executive Decisions and Minor Matters Procedure

11.1. Matters, which are the responsibility of the Cabinet

- 11.1.1. All executive decisions shall be referred to the relevant Portfolio Holder or the Cabinet as appropriate for decision. There is an urgency procedure for the Leader to take urgent action as detailed in the Appendix to the Executive Procedure Rules.

12. General

- 12.1. Where appropriate the Head of Paid Service may exercise any function delegated to any other officer, eg in case of absence.
- 12.2. Executive Directors may exercise any function delegated to any other officer within their directorate.
- 12.3. The Head of Paid Service and Executive Directors have the general powers in addition to their schemes of delegation which can be located on the Council’s website:
- 12.4. To manage and promote the services and functions for which they are responsible. This includes:

Delegated Powers	Source of Delegated Powers
-------------------------	-----------------------------------

<p>General</p> <p>1. Taking and implementing any decision required for operational effectiveness.</p>	Executive and Council
<p>2. Responding to consultation documents, which are considered appropriate to be dealt with at officer level.</p> <p>The Leader or appropriate Portfolio Holder will deal with all other consultation responses</p>	Executive
<p>3. Bid for external resources for services within their remit.</p>	Executive
<p>4. Liaise and develop partnerships with external agencies, Government departments and stakeholder organisations.</p>	Executive
<p>Financial</p> <p>5. Financial delegations are set out in the Financial Regulations</p>	Council
<p>Contracts</p> <p>6. Contractual Delegations are set out in the Contract Procedure Rules.</p>	Executive
<p>Human Resources</p> <p>7. To appoint, suspend and dismiss staff. (except where there is a requirement for this to be done by Employment Sub-Committee or Council)</p>	Council
<p>8. To take any action under the Council's employment policies and procedures including the Humans Resources Regulations.</p>	Council
	Council

<p>9. To re-organise staff within their directorates subject to:</p> <ul style="list-style-type: none"> • Any requirement for approval by the Employment Sub-Committee • Consultation with Head of Paid Service and Head of HR • Where appropriate, consultation with staff and/or their representatives. • Compliance with any relevant Council policies or procedures. • No service policy implications. • No expenditure in excess of budget. • No growth in net expenditure beyond the current year. 	
<p>10. To authorise absence leave and payments, including overtime, expenses, loans, and ex gratia payments subject to approval as set out in the Financial Regulations and the Council's Employment Policies.</p>	Executive
<p>11. To authorise training and development and associated matters.</p>	Executive

Individual Delegations	Source of Individual Delegated Powers
<p>1. Chief Executive (Head of Paid Service) (In the absence of this post holder these will be delegated to the Deputy Chief Executive)</p> <p>2. To take any action necessary to ensure the effective and efficient management and operations of the Council. If following a Borough Election the Leader has not been elected as a councillor or, if re-elected, the political party of which they are a member does not have a majority on the Council, then until a Leader is appointed, the Head of Paid Service (in consultation with all Group Leaders) shall be 1. Authorised to take and implement any decision required for operational effectiveness of the Council but excepting any such responsibilities, duties and powers specifically reserved to any other person or body.</p>	Executive and Council

Individual Delegations	Source of Individual Delegated Powers
3. To promote the importance of the ethical agenda and to sustain the highest standards of ethical behaviour on the part of the Council's officers in accordance with the Code of Conduct for Council Employees.	Council
4. To make any decision delegated to another officer (except where restricted by law)	Executive and Council
5. Act in minor or urgent matters where to delay for a Council meeting would not, in his/her opinion, be in the Council's interest, subject to written approval of the Leaders of the political groups.	Council
6. Act in minor or urgent matters where to delay for a Council committee meeting would not in his/her opinion, be in the Council's interests, subject to consultation with the political groups or their nominees.β	Council
7. Following consultation with the Leader and Leader of the Opposition, to suspend the Monitoring Officer or Chief Finance Officer in cases of emergency as defined in the JNC procedure.	Council
8. Following consultation with the Leader and Leader of the Opposition, to refer matters of discipline (as defined in the disciplinary procedure) in respect of the Monitoring Officer or Chief Finance Officer to the Employment Sub-Committee.	Council
9. To make payments or provide other benefits in cases of maladministration etc in accordance with s92 of the Local Government Act 2000.	Council
10. To take any action necessary to ensure the effective development and implementation of the Council's key strategies and services.	Executive and Council

Individual Delegations	Source of Individual Delegated Powers
11. To undertake any action necessary to ensure the effective development and implementation of the Council's Corporate Governance Framework.	Executive and Council
12. Representing the Council on partnership or external bodies as required (by Statute or Council) except for those appointed to by Full Council.	Executive and Council

13. The powers would be used only on production of a Delegated Powers Report, including financial and legal implications. All decisions taken using the powers in 4 and 5 above must be reported to the next meeting of the relevant committee or Council.

<p>Chief Officers</p> <ol style="list-style-type: none"> 1. Chief Executive 2. Deputy Chief Executive 3. Executive Director Children and Young People 4. Executive Director Adult, Communities and Health 5. Executive Director of Strategy and Resources 6. Executive Director of Assurance 7. Director of Public Health and Prevention 8. Director of Transformation <p>All have the following delegated powers and duties</p>	
<ol style="list-style-type: none"> 1. To take any action necessary to ensure the effective and efficient management of their directorate 	Council and Executive
<ol style="list-style-type: none"> 2. To act in minor or urgent matters where to delay to a Council Committee meeting would not, in his/her opinion, be in the Council's interest, subject to consultation with the Chief Executive and Leaders of the political groups or their nominees. 	Council

<p>3. To take any action necessary to ensure the effective development and implementation of the Council's key strategies and services relating to their directorate.</p>	<p>Council and Executive</p>
<p>4. To undertake any action necessary to ensure the effective development and implementation of the Council's Corporate Governance Framework.</p>	<p>Council and Executive</p>

Statutory Officers

Chief Finance Officer (Section 151 Officer)	Statutory Source of Function
1. Oversight of proper administration of financial affairs.	Section 151 Local Government Act 1972
2. Duty to nominate a member of his/her staff as chief financial officer (if unable to act owing to absence or illness).	Section 114 Local Government Finance Act 1988
3. Duty to report on a Council decision or likely decision which would lead to the authority incurring unlawful expenditure or would cause a loss or deficiency to the authority or entry of an unlawful item of account.	Section 114 Local Government Finance Act 1988
4. Duty to report if the expenditure of the Council incurred (including expenditure it proposes to incur) in a financial year is likely to exceed the resources (including sums borrowed) available to it to meet that expenditure.	Section 114 Local Government Finance Act 1988
5. Duty to report on an Executive decision or likely decision which would lead to the authority incurring unlawful expenditure or would cause a loss or deficiency to the authority or entry of an unlawful item of account.	Section 114A Local Government Finance Act 1988
6. Duty to report on the robustness of the authority's budget calculations.	Section 25 Local Government Act 2003
7. Duty to report on the adequacy of the authority's proposed financial reserves.	Section 25 Local Government Act 2003
8. Duty to report on previous years' financial reserves if it appears that controlled reserves is or likely to be inadequate, including	Section 27 Local Government Act 2003

Chief Finance Officer (Section 151 Officer)	Statutory Source of Function
recommendations for appropriate actions to rectify.	
9. Duty to assist the Council in carrying out regular budget monitoring.	Section 28 Local Government Act 2003

Director of Children's Services	Statutory Source of Function
1. Responsible for functions conferred on or exercisable by the authority in their capacity as a local education authority.	Section 18 Children Act 2004
2. Responsible for functions conferred on or exercisable by the authority, which are social services functions, so far as those functions relate to children.	Section 18 Children Act 2004
3. Responsible for functions under section 23C to 24D of the Children Act 1989, relating to looked after children.	Section 18 Children Act 2004
4. Improving well-being of children in the authority's area.	Sections 10 and 18 Children Act 2004
5. Safeguarding and promoting the welfare of children.	Sections 11 and 18 Children Act 2004
6. Responsible for any function under section 75 of the National Health Service Act 2006 on behalf of an NHS body so far as those relate to children.	Section 18 Children Act 2004
7. Responsible for functions conferred on the authority by Part 1 of the Childcare Act 2006.	Section 18 Children Act 2004
8. Responsible for functions conferred on the authority under section 2 of the Childcare Act 2016.	Section 18 Children Act 2004
9. Responsible for any additional functions as the authority consider appropriate	Section 18 Children Act 2004

Director of Adult Social Services	Statutory Source of Function
1. Responsibility for all social services functions (other than those for which the Director of Children's Services is responsible under section 18 of the Children Act 2004).	Section. [1A] and Schedule 1 of the Local Authority Social Services Act 1970
Director of Public Health	Statutory Source of Function.
1. Responsibility for the functions under S2B National Health Service Act – taking steps to improve Health.	Ss 2B and 73A National Health Service Act 2006.
2. Responsibility for the functions under S111 National Health Service Act – dental public health.	Ss 111 and 73A National Health Service Act 2006.
3. Responsibility for the functions under S249 National Health Service Act – joint working in respect of prison health.	Ss249 and 73A National Health Service Act 2006.
4. Responsibility for compliance with regulations made under s6C(1) or (3) National Health Service Act 2006 –requirement to undertake functions of the Secretary of State	Ss 6C(1) and (3) National Health Service Act 2006
5. Responsibility for the functions under S7A National Health Service Act – arrangements to undertake Secretary of State's functions.	Ss 7A and 73A National Health Service Act 2006.
6. Responsibility for the exercise by the authority of its functions under Schedule 1 National Health Service Act 2006 - inspection of school pupils.	Schedule 1 National Health Service Act 2006
7. Responsibility for any functions that relate to planning for or responding to emergencies involving a risk to public health.	S73A National Health Service Act 2006.

8. Responsibility for the functions under S325 Criminal Justice Act 2003 – arrangements for assessing risk of certain offenders.	S325 Criminal Justice Act 2003
9. To prepare an annual report on the health of the people in Barnet	S73B(5) National Health Service Act 2006
10. To be a member of the Health and Wellbeing Board	S194(2)(d) Health and Social Care Act 2012
11. Responsibility for the exercise of all other Local Authority's public health functions specified in S73A(1) National Health Service Act 2006.	S73A National Health Service Act 2006.
Statutory Health and Safety Advice	Regulation 7(1) - The Management of Health and Safety at Work Regulations 1999
12. Assist the employer in undertaking the measures needed to take to comply with the requirements and prohibitions imposed upon them by or under the relevant statutory provisions and by Part II of the Fire Precautions (Workplace) Regulations 1997.	

Scrutiny Officer	Statutory Source of Functions
1. To promote the role of the Overview and Scrutiny Committee and its sub-committees, to provide support and guidance to members and officers of the Committee and its sub-committees and to provide support and guidance to members and officers in relation to the functions of the Committee and its sub-committees.	Section 9FB of the Local Government Act 2000.

Registrar for Births, Deaths and Marriages	Council
1. To act as the proper officer for the purposes of Births, Deaths and Marriages.	

Monitoring Officer	Statutory Source of Function
1. Report on contravention or likely contravention of any enactment or rule of law.	Section 5 & 5A Local Government and Housing Act 1989.
2. Report on any maladministration or injustice where Ombudsman has carried out an investigation.	Section 5 Local Government and Housing Act 1989.
3. Appointment of Deputy Monitoring Officer.	Section 5 Local Government and Housing Act 1989.
4. Report on resources needed to undertake Monitoring Officer functions.	Section 5 Local Government and Housing Act 1989.
5. Establish and maintain registers of member's interests and gifts and hospitality.	Sections 29 and 30 Localism Act 2011 The Relevant authorities (Disclosable Pecuniary Interests) Regulations 2012
6. Advice to Members on interpretation of the Members Code of Conduct.	Members' Code of Conduct
7. Key role in framework for local determination of complaints namely to: 7.1 Decide, in consultation with an Independent Person, whether to dismiss complaints that are outside the Members Code of Conduct, are considered to be frivolous or vexatious, are about events which took place more than 6 months prior to the receipt of the complaint by the Monitoring Officer, unless there are exceptional circumstances and/or do not merit further investigation on public interest grounds.	Sections 28 – 34 Localism Act 2011

<p>7.2 To follow the procedure for the investigation of complaints against Members.</p> <p>7.3 Advise Members, officers and the public on the operation of the Code and how alleged breaches should be investigated.</p>	
<p>8. Advice to Members on Compensation or remedy for maladministration.</p>	<p>Section 92 Local Government Act 2000.</p>
<p>9. Advice on vires issues, law , maladministration, financial impropriety, probity, policy framework and budget issues to all members.</p>	<p>Guidance.</p>
<p>10. Following consultation with the Leader and Leader of the Opposition, to suspend the Head of Paid Service in cases of emergency as defined in the JNC procedure.</p>	<p>Council</p>
<p>11. Following consultation with the Leader and Leader of the Opposition, refer matters of discipline (as defined in the disciplinary procedure) in respect of the Head of Paid Service to the Employment Sub-Committee.</p>	<p>Council</p>
<p>12. To make minor and administrative changes to the Constitution in order to ensure the aims and principles of the Constitution are given full effect and to make amendments in accordance with changes to the law. All such changes must be reported to the Council as soon as possible after the change is made.</p>	<p>Section 9P Local Government Act 2000</p>

13. To undertake any legal action necessary to ensure the effective development and implementation of the Council's Corporate Governance Framework.	
14. To authorise the affixing of the Council's seal and execution of deeds as detailed in the section below.	
15. To keep the Common Seal of the Council in a safe place.	
16. To witness, or authorise others to witness, the affixing of the Common Seal to those documents which, in his or her opinion, should be sealed.	

14. Legal Proceedings

- 14.1.** The Executive Director Assurance is authorised to institute, defend or participate in any legal proceedings and take all necessary steps in any case where such action is necessary to give effect to decisions of the Council or in any case where the Monitoring Officer considers that such action is necessary to protect the Council's interests.
- 14.2.** The Council operates a joint legal service with Harrow Council. It has resolved to delegate the exercise of its legal functions to the London Borough of Harrow under Section 101 of the Local Government Act 1972 and of the Local Government (Arrangement for the Discharge of Functions) (England) Regulations 2000.
- 14.3.** Its functions and delegated powers include responsibility for the following functions:

Acting as Solicitor to the Council and to institute, conduct and, where appropriate, defend and settle criminal and civil legal proceedings and claims concerning the Council's responsibilities and interests except in relation to those covered by the Council's insurance policies. Authorising staff to appear in court
Taking any action in order to protect the interests of the Council or of any person or property to whom, or for which, the Council has responsibility or in order to give legal effect to any decision or action properly taken by the Council or a Committee or person on behalf of the Council.
Lodging appeals against any adverse finding against the Council in any tribunal or court.
Signing any documentation to give effect to any resolution of the Council in any tribunal or court.
Signing any document necessary to give effect to any resolution of the Council, or any Committee or Sub-Committee.

- 14.4.** To delegate to any officer authority to institute defend or participate in any legal proceedings, in any Court or Tribunal and in any case where such action is necessary to give effect to decisions of the Council, or in any case where they consider that such action is necessary to protect the Council's interests. To authorise officers to appear in Court on the Council's behalf.

14.5. Authentication of Documents

- 14.5.1. Where any document is necessary to any legal procedure or proceedings on behalf of the Council, it will be signed by the Executive Director of Assurance or Monitoring Officer or other person authorised by him/her, unless any enactment otherwise authorises or requires, or the Council has given requisite authority to some other person.
- 14.5.2. Any contract with a value exceeding £213,477 and made under the Common Seal of the Council shall be attested by at least two duly authorised officers in accordance with paragraph 11.5.

14.6. Sealing and Execution of Documents

- 14.6.1. The Chief Executive, Executive Director Assurance, Monitoring Officer or the Head of Governance or another officer authorised in writing by any of the aforesaid shall have authority:-

14.6.2. To affix the Common Seal and execute under Seal any deed or document subject to at least two of the above named Officers of the Council (or their duly authorised deputies) being present and being signatories.

14.6.3. The Officers of the Council referred to above (or their duly authorised deputies) shall have authority to execute any deed or document not required by law to be under seal which is necessary to effect the decisions of the Council.

14.7. Officer Interests

14.7.1. Where it becomes apparent to an Officer involved in the sealing or execution of documents, that they have a personal interest in a matter to which the document relates, a declaration of the existence and nature of that interest should be made as soon as possible.

15. Record of Sealing of Documents

15.1. An entry of the sealing of every deed or document to which the Common Seal has been affixed shall be made by the Head of Governance (or duly authorised deputy) in a book or electronic record to be provided for the purpose.

16. The Council will designate officers as required including to the following statutory posts:

- 16.1 Electoral Registration Officer
- 16.2 Registrar for Births Deaths and Marriages
- 16.3 Data Protection Officer
- 16.4 Local Authority Designated Officer (LADO)
- 16.5 Chief Internal Auditor
- 16.6 Virtual Headteacher
- 16.7 Land Charges Registrar
- 16.8 Proper Officer
- 16.9 Health and Safety Advisor

C. Budget and Policy Framework Procedure Rules

Contents

Rule	Page No.
1. The Framework for Executive decisions	1
2. The Process for the Development of the Budget	1
3. The Process for the Development of the Policy Framework	3
4. Decisions Outside the Budget or Policy Framework	5
5. Urgent Decisions Outside the Budget or Policy Framework	5
6. Virement	6
7. In-year Changes to the Budget and Policy Framework	6
8. Call-In of Decisions Outside the Budget or Policy Framework	6

This page is intentionally left blank

Budget and Policy Framework Procedure Rules

1. The Framework for Executive Decisions

The Council will be responsible for the adoption of its budget and policy framework as set out in the Articles. Once the budget or a policy framework is in place, it will be the responsibility of the Executive to implement it.

2. The Process for the Development of the Budget

Timetable and consultation

2.1 Before the publication of any draft budget proposals, the Executive shall agree a timetable for the consideration of the budget. The timetable shall accord with these Rules, statutory requirements and shall also detail the process for consultation on the budget with local stakeholders and others.

2.2 The Executive shall then arrange appropriate consultation on these draft budget proposals with local stakeholders and others. Details of the consultation process shall be included in the Forward Plan of the Authority.

3. Reference to the Overview and Scrutiny Committee

3.1 The draft budget proposals of the Executive shall also be referred to the Overview and Scrutiny Committee for advice and consideration. A copy of the proposals shall be sent as soon as available to all members of that Committee.

3.2 The Overview and Scrutiny Committee may conduct further consultation as it considers appropriate except that this should not duplicate any consultation already carried out or proposed to be carried out by the Executive and should not delay the timetable set out by the Executive.

3.3 The Overview and Scrutiny Committee shall report to the Executive on the outcome of their consideration of the draft budget proposals and may make such recommendations, as it considers appropriate. The Executive must consider any report or recommendations made by the Overview and Scrutiny Committee before it submits its budget to the Council for approval. When making its report to the meeting of the Council on the budget the Executive must state how it has taken into account any recommendations from the Overview and Scrutiny Committee.

4. Consideration of the budget by the Council

4.1 The Council may:

4.1.1 adopt the budget proposals of the Executive;

4.1.2 amend them;

4.1.3 refer them back to the Executive for further consideration.

4.2A decision by Council to adopt the proposals comes into effect immediately.

4.3A decision to amend or refer back the proposals shall come into effect after five clear working days from the day on which the Council meeting makes its decision unless the procedure in 4.5.1 below is invoked by the Leader.

4.4 In circumstances where the Executive budget proposals have been amended and before the expiry of the five clear working days period, the Leader of the Council may give notice to the Monitoring Officer that they object to some or all of the amendments made by the Council. The decision of the Council shall not then come into effect until the completion of the procedure in sub-paragraph 4.5.1 below.

4.5 When the Leader of the Council gives notice to the Monitoring Officer under sub-paragraph 4.5.1 below or where the Council has decided to refer the budget back to the Executive the Monitoring Officer or Head of Governance shall:

4.5.1 arrange for a meeting of the Executive to consider the proposals made by the Council. The Executive may:

4.5.1.1 agree with the proposals of Council;

4.5.1.2 reject the proposals of Council;

4.5.1.3 make further amendments;

4.5.1.4 agree some and reject some of the proposals of Council.

4.5.1.5 following the meeting of the Executive, convene a further meeting of Council to give further consideration to the budget. The further meeting of the Council shall be called for the day that is not more than 14 calendar days nor less than 7 calendar days after the giving of notice by the Leader, and shall commence at the time set out on the agenda, unless agreement is reached by the Chair and the Leaders of all political groups on the Council to an alternative date or time.

4.6 The Council at its further meeting to consider the budget can agree the proposals of the Executive or can amend the proposals. Their decision is then effective immediately.

5. Budget variation

5.1 When approving the budget the Council shall also specify the extent of controls (if any) on the use of contingencies and reserves which may be

undertaken by the Executive in accordance with paragraph 14 of these Rules. The Executive may not make any other changes to the budget determined by the Council.

6. After setting the budget

6.1 As soon as practicable after the determination of the budget the Executive shall publish and make available to the public information on the budget determined for the following Municipal Year.

7. The Process for the Development of the Policy Framework

7.1 Timetable and consultation

7.1.1. The plans and strategies which comprise the policy framework are set out in Article 3:

7.1.1.1 At the start of each Municipal Year the Executive will determine a timetable for the preparation and consideration of the plans and strategies referred to in (a) above that are required to be made in that year. The timetable will detail the meeting of the Executive which it is expected that the plan or strategy will be agreed for recommendation to Council, the meeting of the Overview and Scrutiny Committee to which the matter is to be referred (see paragraph 8 below) and the date of the Council meeting at which the recommendation will be considered.

7.1.1.2 The Executive shall arrange appropriate consultation on the proposed plans and strategies with local stakeholders and others as determined by the Executive. Details of the consultation process shall be included in the Key Decision Schedule (Forward Plan) of the Authority.

8. Reference to the Overview and Scrutiny Committee

8.1 A copy of any proposed plan or strategy which is part of the policy framework shall also be referred to the Overview and Scrutiny Committee in sufficient time for the proposals to be included in the agenda for a scheduled meeting of the Committee, and for the Committee to make a report or recommendations to the meeting of the Council that is to consider the plan or strategy concerned. The Council shall not agree a plan or strategy until the Overview and Scrutiny Committee has had the opportunity to consider the proposals, subject to the need for statutory deadlines to be met.

9. Consideration by the Council

9.1 The Council may:

- 9.1.1 adopt the proposals of the Executive;
- 9.1.2 amend them;
- 9.1.3 refer them back to the Executive for further consideration; or
- 9.1.4 substitute its own proposals in their place.

9.2 A decision of the Council to adopt the proposals comes into effect immediately.

9.3 A decision to amend, refer back or substitute the proposals shall come into effect after five clear working days from the day on which the Council meeting makes its decision, unless the procedure in sub-paragraph 9.4 below is invoked by the Leader.

9.4 In circumstances where the plan or strategy has been amended or substituted and before the expiry of the five clear working days period, the Leader of the Council may give notice to the Monitoring Officer that they object to some or all of the amendments made by the Council. The decision of the Council shall not then come into effect until the completion of the procedure in sub-paragraph 9.5 below.

9.5 When the Leader of the Council gives notice under sub-paragraph 9.4 above to the Monitoring Officer or where the Council has decided to refer the matter back to the Executive for further consideration, the Monitoring Officer shall refer the matter to the next scheduled meeting of the Executive. The Executive may agree the proposals of the Council, reaffirm its original proposals, or make further amendments. The decision of the Executive shall then be referred back to the Council. The Council can agree the proposals of the Executive or amend the proposals. The decision reached by the Council then has immediate effect.

10. Variation

10.1 When approving any plan or strategy the Council shall also specify the extent of variation within the plan or strategy that may be undertaken by the Executive in accordance with paragraph 15 of these Rules. The Executive may only make such other changes to a plan or strategy as have been agreed by the Council.

11. After Council determination

11.1 After the plan or strategy has been determined by the Council the Executive shall publish and make available to the public information on the contents of the plan or strategy. The plan or strategy shall also be made available for public inspection and included on the Council website, and copies made available at reasonable cost.

12. Decisions Outside the Budget or Policy Framework

12.1 Subject to the provisions of paragraph 14 (Virement), the Executive, individual members of the Executive, and any officers or joint arrangements discharging executive functions, may only take decisions, which are in accordance with the budget or policy framework. If any of these bodies or persons wishes to take a decision which is contrary to the policy framework or contrary to or not wholly in accordance with the budget approved by the Council, then that decision may only be taken by the Council.

12.2 Any member of the Council or a Committee or sub-committee of the Council wishing to raise a question as to whether any decision made or likely to be made by the Executive is contrary to the policy framework or contrary to or not wholly in accordance with the budget, shall refer the question to the Monitoring Officer and/or the Chief Financial Officer as appropriate. If either of these officers considers that the decision made or likely to be made is contrary to the policy framework or contrary to or not wholly in accordance with the budget they shall immediately inform the Chair of the body making the decision or the individual making the decision. The decision may not then be implemented and must be referred to the Council for decision.

12.3 The Monitoring Officer or Chief Financial Officer may conclude that a decision made or likely to be made is contrary to the policy framework or contrary to or not wholly in accordance with the budget without it first being raised by a Councillor, a Committee or sub-committee. They must then inform the relevant Chair or individual decision-taker and the decision may not then be implemented and must be referred to the Council for decision.

12.4 This Rule shall not apply where a decision has been taken within the exception permitted by paragraph 13 below.

13. Urgent Decisions Outside the Budget or Policy Framework

13.1 The Executive, individual member of the Executive or officers or joint arrangements discharging Executive functions may take a decision which is contrary to the policy framework or contrary to or not wholly in accordance with the budget, if the decision is a matter of urgency.

13.2 Such a decision on grounds of urgency may, however, only be taken:

13.2.1 if it is not practical to convene a quorate meeting of the full Council; and

13.2.2 if the Chair of the Overview and Scrutiny Committee or in his/her absence the Mayor, or in the absence of both, the Deputy Mayor, agrees in writing that the decision is a matter of urgency.

13.2.3 The reasons why it is not practical to convene a quorate meeting of the Council and the consent of the Chair of the Overview and Scrutiny Committee or Mayor or Deputy Mayor must be noted on the record of the decision.

13.2.4 Following the decision, the body or person taking the decision will report to the next meeting of the Council, explaining the decision, the reasons for it, and why it was treated as a matter of urgency.

14. Virement

14.1 The Virement Policy is contained within the Financial Regulations.

15. In-year Changes to the Budget and Policy Framework

15.1 No changes may be made to the budget or policy framework by the Executive, individual members of the Executive, or officers, or joint arrangements discharging Executive functions except those:-

15.1.1 which are necessary to ensure compliance with the law, ministerial direction or government guidance;

15.1.2 in relation to the policy framework in respect of a policy which would normally be agreed annually by the Council following consultation, but where the existing policy document is silent on the matter under consideration.

15.1.3 permitted under the Financial Regulations (additions in year to the capital programme).

16. Call-In Decisions Outside the Budget or Policy Framework

16.1 Where the Overview and Scrutiny Committee is of the opinion that an Executive decision would be, or if made is, contrary to the policy framework, or contrary to or not wholly in accordance with the Council's budget, then it shall seek advice from the Monitoring Officer and/or Chief Financial Officer.

16.2 In respect of functions, which are the responsibility of the Executive, the Monitoring Officer's report and/or Chief Financial Officer's report shall be

sent to the Executive with a copy to every Member of the Council. Regardless of whether the decision is delegated or not, the Executive must meet to decide what action to take in respect of the officer's report and prepare a report to Council in the event that the Monitoring Officer or the Chief Financial Officer conclude that the decision was a departure from the Budget and Policy Framework, and to the Overview and Scrutiny Committee if the Monitoring Officer or the Chief Financial Officer conclude that the decision was not a departure from the Budget and Policy Framework.

16.3 If the decision has yet to be made, or has been made but not yet implemented, and the advice from the Monitoring Officer and/or the Chief Financial Officer is that the decision is, or would be contrary to, the policy framework or contrary to or not wholly in accordance with the budget, the Overview and Scrutiny Committee may refer the matter to Council. In such cases, no further action will be taken in respect of the decision or its implementation until the Council has met and considered the matter. At the meeting the Council will receive a report of the decision or proposals and the advice of the Monitoring Officer and/or the Chief Financial Officer. The Council may:

16.3.1 endorse a decision or proposal of the executive decision taker as falling within the existing budget and policy framework. In this case no further action is required, save that the decision of the Council be minuted and circulated to all Councillors in the normal way; or

16.3.2 amend the Council's financial regulations or policy concerned to encompass the decision or proposal of the body or individual responsible for that executive function and agree to the decision with immediate effect. In this case, no further action is required save that the decision of the Council be minuted and circulated to all Councillors in the normal way; or

16.3.3 where the Council accepts that the decision or proposal is contrary to the policy framework or contrary to or not wholly in accordance with the budget, and does not amend the existing framework to accommodate it, the Executive is required to reconsider the matter in accordance with the advice of either the Monitoring Officer or the Chief Financial Officer or both.

This page is intentionally left blank

Committee Procedure Rules

1. Application of these Rules

1.1 These Rules are made up of the following sections:

1.1.1 The Committees of the Council are:

- 1.1.1.1 Governance, Audit, Risk Management and Standards Committee, Standards Sub-Committee
- 1.1.1.2 Licensing and General Purposes Committee: Licensing Sub-Committees, Employment Sub-Committee, Independent Panel and Appeals Committee
- 1.1.1.3 Strategic Planning Committee and Planning Committees A and B
- 1.1.1.4 Overview and Scrutiny Committee, Children's & Education Sub-Committee, Adults and Health Sub-Committee and Call-In Sub-Committee
- 1.1.1.5 Pension Fund Committee
- 1.1.1.6 Health and Wellbeing Board
- 1.1.1.7 Area Committees (East, North and West)

1.2 These Rules do not apply to the procedure of Council or the Executive, which have their own Procedure Rules.

2. Establishment of Committees

2.1 The Council at its Annual Meeting will:

- 2.1.1 decide which Committees and Sub-Committees to establish for the Municipal Year;
- 2.1.2 decide the size and terms of reference of these Committees and Sub-Committees;

2.1.3 decide the allocation of seats on these Committees and Sub-Committees to the political groups in accordance with the rules on political proportionality apply to those committees;

2.2 The number of Members, Independent Members Independent Persons and co-optees appointed to each Committee and the details of any sub-committees established by Committees can be found in Part 3 of the Constitution (Allocation of Responsibilities).

3. Appointment of Substitutes to Committees and Sub-Committees

3.1 Allocation

The Council will allocate seats on Committees, sub-committees and boards for members and substitutes.

3.2 Number

For each Committee and sub-committee, the Council will normally appoint substitutes in accordance with the wishes of the respective group leaders.

3.3 Powers and Duties

Substitute Members will have all the powers and duties of any ordinary Member of the committee but will not be able to exercise any special powers or duties exercisable by the person for whom they are substituting.

3.4 Substitution

3.4.1 Where the committee have a substitute member sitting a meeting adjourned to another day shall be treated as a new meeting.

3.4.2 If a Substitute Member is in attendance at a meeting the ordinary member for whom they are substituting shall not be entitled to attend that meeting and take part as an ordinary member of that body.

4. Attendance of Members at Committees and Sub-Committees

4.1 Right to Speak

4.1.1 Members Requests to Speak at Planning Committees

4.1.1.1 Members may address a planning committee on any application, unless they have a pecuniary interest in which case they are precluded. Members should give notice to the Chair of the meeting of their intention to speak before the start of the meeting. Any Member wishing to address the Committee shall have up to 3 minutes. Members' rights to address planning committees are in addition to the rights of public speakers.

4.1.1.2 MPs and GLA Members from the borough and MPs, GLA Members and Members from neighbouring boroughs may request to address a planning committee on a matter which affects their constituency or ward. Notice should be given to the Chair of the meeting before the start of the meeting. Any such Member would be allowed up to 3 minutes.

4.1.2 Members' rights to attend and speak at committees or subcommittees when they are not a Member of the committee.

4.1.2.1 Councillors may attend any Council Committee or Sub-Committee, even when they are not appointed to them, but they cannot vote and should sit with members of the public.

4.1.2.2 Apart from planning committees (see above) and licensing committees councillors may speak at a meeting subject to giving notice to the Chair of the meeting before the start of the meeting and the Chair giving his or her consent. (for Licensing Committee the rights to speak are outlined in the Licensing Code) Any Councillor wishing to address the Committee or Sub-Committee shall have up to 3 minutes.

4.1.2.3 The Lead Member for Children and Adults Services has a right to address a Committee, Sub-Committee or Partnership Board for up to three minutes when it is considering matters which relate children and young people, subject to giving notice to the Chair of the meeting before the start of the meeting and the Chair giving his or her consent

4.1.2.4 Members may remain for the private part of any committee meeting.

5. Nominated Members

- 5.1 Minority groups shall nominate from amongst their Members on Committees and sub-committees, a Member to be consulted by Chief Officers in the exercise of delegated powers relating to the urgency procedure. (The Urgency Procedure is set out in Part 4 of the Constitution). Nominated members must be full Members of the Committee concerned.

6. Chairing Committees and Sub-Committees

6.1 Election of a Chair of a Committee

6.1.1 The Chairs of Committees of the Council will be appointed by the Council under the Council Procedure Rules. If the Council fails to appoint a Chair for any Committee then that Committee shall appoint a Chair as the first item of business at its first meeting following the Annual Council.

6.2 Election of Chair of Sub-Committee

6.2.1 Where any Committee has a sub committee then the sub committee will appoint the Chair as the first item of business.

6.3 Absence of Chair at Meetings of Committees and Sub-Committees

6.3.1 In the absence of the Chair, the Vice-Chair shall preside.

6.3.2 If after 15 minutes since the identified start time of the Committee or Sub-Committee neither the Chair nor Vice-Chair are present then the meeting shall elect a Chair for that meeting as its first order of business.

6.3.3 Where the Chair and Vice-Chair have both submitted apologies in advance of the meeting to the Monitoring Officer then, without the delay mentioned above, the first order of business shall be to elect a Chair for the meeting.

7. Business not on the Agenda

7.1 Business not on the agenda may only be considered where:

7.1.1 the Access to Information Procedure Rules in this Constitution have been complied with; or

7.1.2 a member of the Committee or any Statutory Officer has requested that an item be placed on the agenda for the meeting at any time

before the start of the meeting and the Chair agrees to the item being included on the grounds of urgency and the Committee agreeing to consider that item of business. The grounds of urgency and the circumstances giving rise to the request must be recorded in the minutes of the meeting.

8. Late and Urgent Reports marked “to follow on the Agenda”

- 8.1.1 If there is a request to publish a report on an agenda after the statutory deadline for publication, that item may only be considered if the Chair (after consulting the Nominated Member) agrees by virtue of the special circumstances set out either in the report or on the supplementary agenda, that the item should be considered as a matter of urgency and specified in the minutes of the meeting.

9. Time and Place of Meetings

- 9.1 Meetings of Committees and sub-committees shall take place at the place and time stated on the agenda. Following consultation with the nominated Members and subject to compliance with the Access to Information Rules, the Chair shall have the power to alter the venue, day and time if they believe it to be appropriate for the conduct of the business of the Committee, sub-committee.
- 9.2 For those sub-committees not having scheduled meetings, the date, time and place of meetings will be set by the Head of Governance after consultation with the Chair and nominated Members of the sub-committee.

10. Cancellation or Postponement of Meetings

- 10.1 The Chair, or in their absence the Vice-Chair and/or Head of Governance, may cancel or postpone a meeting of any Committee, sub-committee either before or after the agenda for the meeting has been issued provided that reasons for the cancellation are given.

11. Calling of Special Meetings

11.1 Calling Special Meetings

- 11.1.1 Those listed below may request the Monitoring Officer or Head of Governance to call Committee or sub-committee meetings in addition to ordinary scheduled meetings:

- 11.1.1.1 the Committee or sub-committee by resolution;
- 11.1.1.2 the Chair of the Committee or sub-committee. In relation to the Overview and Scrutiny Committee or relevant Overview and Scrutiny sub-committee, the Chair must, before requesting the Monitoring Officer or Head of Governance to call a special meeting, consult with the nominated members of each of the political groups represented on the Overview and Scrutiny Committee or Overview and Scrutiny sub-committee;
- 11.1.1.3 at least one-third of the members of the Committee or sub-committee, if they have signed a requisition presented to the Chair of the Committee or sub-committee and they have refused to call a meeting or has failed to call a meeting within five clear working days of the presentation of the requisition.

11.2 **Business**

- 11.2.1 Business at special meetings of Committees and sub-committees shall be restricted to the items notified in the published agenda.

12. **Notice of and Summons to Meetings**

- 12.1 The Head of Governance will give notice to the public of the time and place of any meeting in accordance with the Access to Information Procedure Rules set out in this Constitution. At least five clear working days before a meeting, the Head of Governance will publish an agenda. The agenda will give the date, time and place of the meeting and specify the business to be transacted and will be accompanied by all relevant reports (except those marked to follow in accordance with Rule 7.2).

13. **Quorum**

- 13.1 The quorum of a meeting will be at least one quarter or three Members, whichever is the greater, of the whole number of members of the Committee or sub-committee, with the exception of the Overview and Scrutiny Committee.
- 13.2 The quorum for the Overview and Scrutiny Committee, and sub-committees will be one quarter or three members, whichever is the greater

of the whole number of Members (including co-opted voting members) AND where there are appointed co-opted voting members, the quorum shall be calculated on the total number inclusive of such co-optees.

- 13.3 If, after 15 minutes from the advertised time of the start of the meeting, or such other longer period as the Chair may decide, a quorum is not present, the meeting will not take place. The Chair may announce the time and date that the meeting will be convened.
- 13.4 During any meeting, if the Chair counts the number present and declares there is not a quorum present, then the meeting will adjourn immediately. Remaining business will be considered at a time and date fixed by the Chair. If they do not fix a date, the remaining business will be considered at the next ordinary meeting of the Committee or sub-committee.

14. Closure of Meetings

14.1 Time of Closure

No business at any meeting of a Committee or Sub-Committee shall be transacted after three hours after the start time of the meeting and any business transacted after that time shall be null and void. After three hours and without further debate the Chair shall immediately put to the vote any motion or amendment, which has been formally moved and seconded.

At any meeting of the Strategic Planning Committee and Planning Committees, the Chair at their sole discretion may extend the period for the transaction of business to three and a half hours after the start time of the meeting. This will be recorded in the Committee's decisions.

15. Deputations

- 15.1 This Rule does not apply to Planning Committees, when considering planning applications, nor to Licensing applications, nor to the Overview and Scrutiny Committee, nor Standards Sub-Committee.
- 15.2 Any committee or sub-committee of the Council other than those excluded from the application of this Rule may receive a deputation on any matter appearing on the relevant agenda.
- 15.3 Requests for deputations must be in writing and supported by the signatures of at least five and no more than 24 citizens (deputations with

more than 24 signatures will be treated under the Petition Scheme) or representatives of local organisations or businesses in Barnet. The signatories must clearly state their names and post code/qualifying education/business address. The request must explain why a deputation is required.

- 15.4 The request must be given to Head of Governance by 10am on the third working day prior to the meeting, although the Committee or sub-committee on the grounds of urgency can waive this requirement.
 - 15.5 Those persons nominated to speak should also be signatories to the original written request to make a deputation. All may speak but the total length of the speeches from the deputation must not exceed three minutes.
 - 15.6 The deputation shall be heard at the beginning of the meeting. The Chair has complete discretion to move any items that are subject to a deputation on the agenda.
16. The total time for deputations at the meeting will be no more than 20 minutes.

16.1 Responses to Deputations

16.1.1 The Committee may respond to deputations in the following ways:

- 16.1.1.1 To note the deputation and take no action.
- 16.1.1.2 To vote on the substantive report taking into account the deputation.
- 16.1.1.3 Ask officers to prepare a report for the next meeting (of either this committee or another relevant committee) on the deputation.
- 16.1.1.4 Ask officers to provide a written response to the deputation.

17. Public Questions and Comments

17.1 Comments

17.1.1 Written comments must specify the item of business on the agenda which they relate to. Committee agendas are published on the Council's website five clear working days prior to the meeting.

Citizens should state their road and postcode when submitting comments. Each written comment is limited to 100 words. Written comments should be submitted to the relevant Governance Officer by 10am on the third working day prior to the meeting. Any written comments received after this time will not be considered. A citizen may submit one written comment per agenda item. Written comments will be reported to the committee and published alongside the agenda papers for the meeting.

17.2 Public Questions

17.2.1 Questions must specify the item of business on the agenda which they relate to. Committee agendas are usually published on the Council's website five clear working days prior to the meeting. Citizens should state their road and postcode when submitting questions. Each question is limited to 100 words. Questions should be submitted in writing to the relevant Governance Officer by 10am on the third working day prior to the meeting. Any questions submitted after this time will not be considered. Questions will be answered by the Chair in the meeting in order of receipt, alternating between citizens. Citizens will be able to ask one supplementary question per question answered. Questions will be published prior to the meeting. Any additional questions received will be not be accepted. Citizens submitting questions are able to send a substitute to ask their question if they are unable to attend the committee meeting. The Governance Officer supporting the meeting should be made aware of this prior to the meeting commencing. Any questions that are not answered at the meeting will be given a written response at the discretion of the Chair.

18. Procedure for Questions at Committees

18.1 At committee meetings a time period of up to 20 minutes is available for public questions in total.

18.2 Questions will be asked in order of receipt.

19. Restrictions for Deputations and Public Questions

19.1 Public questions or comments are not permitted:

- 19.1.1 If they don't relate to a substantive item on the agenda
 - 19.1.2 If they are defamatory, abusive or offensive.
 - 19.1.3 If submitted from Council employees or trade unions on employment matters; Members of staff may lead or join deputations only in their capacity as local electors and on issues other than those affecting their employment with the Council.
 - 19.1.4 If they would result in the release of confidential information, or which may prejudice enforcement.
 - 19.1.5 If they relate to a matter where there is a right of appeal against any decision of the Council.
 - 19.1.6 If they have been submitted by someone who has been deemed to be subject to the Management of Unreasonable Complainant Behaviour Policy and they relate to the particular subject matter for which the policy was imposed;
 - 19.1.7 If they are received from people who are not Barnet citizens;
- 19.2 At the Strategic Planning Committee and Planning Committees on Town and Country Planning applications (a separate procedure is detailed in section 31.5). Public questions are permitted at the Strategic Planning Committee on planning policy matters;
- 19.3 If they relate to the making / confirmation of Tree Preservation Orders, as the procedure for making objections or representations is prescribed by the Town and Country Planning Act 1990 and the Town and Country Planning (Tree Preservation) (England) Regulations 2012. The Chair of the relevant Committee or Sub-Committee, in consultation with the Head of Governance, shall decide whether any particular question, comment or issue will be permitted.
- 20. Confidential Business**
- 20.1 All reports, other documents, information, discussions and proceedings of a Committee or sub-committee which are marked Exempt under Schedule

12A of the Local Government Act 1972, or Confidential must be treated as such by all Members of the Committee or sub-committee. Members of the public will not have access to these papers and discussions. Confidential or exempt items will be marked as such and the relevant part of Schedule 12A will be specified on the document. Confidential and/or exempt items will be discussed in 'Part II' of the Committee or sub-committee meeting following a resolution to exclude the press and public.

21. Voting

21.1 Majority

21.1.1 Unless Statute or this Constitution provides otherwise, any matter will be decided by a simple majority of those Members voting and seated in the room at the time the question was put. Voting shall be by a show of hands or electronic voting.

21.2 Chair's Casting Vote

21.2.1 If there is an equal number of votes for and against, the Chair will have a second or casting vote. There will be no restriction on how the Chair chooses to exercise a casting vote.

21.3 Individual Recorded Vote and Explanation for Vote

21.3.1 If, immediately before the vote is taken, any Member present at the meeting requests that his or her vote be recorded as voting for or against or not voting, it shall be so recorded in the minutes.

21.3.2 A recording of a vote or abstention in the minutes of the meeting shall be made without explanation save that in cases where it is necessary for the avoidance of ambiguity a brief note may be added at the Member's request explaining that Member's reason for voting or not voting.

21.4 Recorded Vote by Roll Call

21.4.1 If immediately before an ordinary vote is taken three Members present at the meeting demand it, the names for and against the motion or amendment or abstaining from voting will be taken down in writing and entered into the minutes.

22. Minutes

22.1 Signing the Minutes of Committees or Sub-Committees

22.1.1 The Chair will sign the minutes of the proceedings at the next meeting. The Chair will move that the minutes of the previous meeting be signed as a correct record. The only aspect of the minutes that may be discussed is their accuracy.

22.2 Minutes of Decisions of Committees or Sub-Committees

22.2.1 Minutes of Committees or sub-committees shall be published on the Council's intranet and website.

22.3 Production of Minutes

22.3.1 Minutes of the meetings of Committees or sub-committees will normally be published within five clear working days of the date of the meeting.

23. Record of Attendance

23.1 All Members present during the whole or part of a meeting will be recorded in the minutes. If a member leaves during a meeting or joins a meeting part way through this will be recorded in the minutes.

24. Exclusion of the Public

24.1 Members of the public and press may only be excluded either in accordance with Rule 11 of the Access to Information Procedure Rules in Part 4G of this Constitution or under Rule 24 (Disturbance by the Public).

25. Members' Conduct

25.1 Precedence of Chair

25.1.1 When the Chair speaks during a debate, any Member speaking at the time must stop speaking. The meeting must be silent.

25.2 Member not to be heard further

25.2.1 If a Member persistently disregards the ruling of the Chair by behaving improperly or offensively or deliberately obstructs business, the Chair may move that the Member be not heard further during the

consideration of that item of business. If seconded, the motion will be voted on without discussion.

25.3 Member to leave the Meeting

25.3.1 If the Member continues to behave improperly after such a motion is carried, the Chair may move that either the Member leave the meeting or that the meeting is adjourned for a specified period. If seconded, the motion will be voted on without discussion.

25.4 General Disturbance

25.4.1 If there is a general disturbance, making business impossible, the Chair may adjourn the meeting for as long as they think necessary.

26. Disturbance by the Public

26.1 Removal of Member of the Public

26.1.1 If a member of the public interrupts proceedings, the Chair will warn the person concerned. If they continue to interrupt, the Chair will order their removal from the meeting room.

26.2 Clearance of Part of a Meeting Room

26.2.1 If there is a general disturbance in any part of the meeting room open to the public, the Chair may call for that part to be cleared.

27. Adjournment

27.1.1 Following an order by the Chair for one or more members of the public to leave the meeting room, if they deem it necessary in the interests of public safety and for the safety of Members and officers present, the Chair may adjourn the meeting for as long as they think necessary.

27.1.2 If it is considered expedient so to do, the Chair with the agreement of the Members present may adjourn the meeting for such duration as is considered appropriate.

28. Ruling of the Chair on Interpretation of these Rules

28.1 The Chair's ruling on the interpretation or application of any of the Committee Procedure Rules is final.

29. **Membership of the Planning Committees and Licensing & General Purposes Committee**

29.1 The requirements set out in this Procedural Rule shall apply to Members and substitute or replacement Members serving on the Planning and/or Licensing & General Purposes Committee.

29.2 In nominating Members to serve on the Planning and/or Licensing & General Purposes Committee the political Groups will have regard to those Members of Council who have received the relevant training in the statutory roles of the Committee. A register of those Members who have completed training shall be kept by the Head of Governance and updated periodically by them as future Members are trained.

29.3 Members who are not trained may not serve on the Planning and/or Licensing & General Purposes Committee.

29.4 Where an application is recommended for refusal by the Chief Planning Officer but the Planning Committee or Strategic Planning Committee is minded to approve ('grant') the application, the application will be deferred to the next meeting of the Planning Committee or Strategic Planning Committee to enable re-notification to take place and give an opportunity for objectors to the application and the applicant to attend the subsequent meeting and make representations and for a rehearing of the application to take place.

29.5 Requests to speak about an application on the Planning Committees agenda should be submitted to the relevant Planning Case Officer by 10am on the third working day prior to the meeting.

29.6 In addition to any Councillor and the Applicant (or their representative) two citizens may speak. Such speakers shall be one for and one against the application unless there is no citizen wishing to speak for the application in which case two citizens may speak against the application, or no citizen in objection in which case two citizens may speak in support of the application.

- 29.7 At the meeting, each speaker will have a time period of up to 3 minutes to address the committee. Committee members will then have the opportunity to question the speaker.
- 29.8 Citizens who have requested to speak are able to send a substitute to make their representation if they are unable to attend the committee meeting. The Governance Officer supporting the meeting should be made aware of this prior to the meeting commencing.
- 29.9 Where an application being considered by a Planning Committee is referred to the Strategic Planning Committee for determination, the speaking rights of members of the public who have registered to speak on the application or item will automatically transfer to the Strategic Planning Committee.
- 29.10 Speaking rights will also automatically transfer where an application has been deferred or adjourned to a future meeting of Planning Committees, but only if the speakers have not already addressed the committee on the deferred or adjourned item. In cases where the membership of the committee which considers the deferred or adjourned application is different from the committee which originally heard the application, then the application should be fully re-heard including speakers.
- 29.11 Public speaking arrangements do not apply to an item relating to the making / confirmation of a Tree Preservation Order as this would be contrary to the legislative procedure for making objections and/or representations

30. Additional Rules for Overview and Scrutiny

- 30.1 The rules below are specific to the Overview and Scrutiny Committee.

31. Membership of the Overview and Scrutiny Committee

- 31.1 All Councillors except members of the Executive may be Members of the Overview and Scrutiny Committee and any Overview and Scrutiny sub-committees.
- 31.2 No member may be involved in scrutinising a decision in which they have been directly involved.
- 31.3 The Overview and Scrutiny Committee will comprise such members as the Council shall determine, including the Chairs of the Scrutiny sub-

committees and will also include two voting parent governor representatives and two voting “church” representatives.

31.4 Members of the Overview and Scrutiny Committee will be appointed by Council in accordance with the rules on political proportionality.

31.5 Appointed representatives of the “church” and parent governors shall be voting members of the Overview and Scrutiny Committee including call -in. They are entitled to vote on any matter relating to an education function of the Authority. They are entitled to speak but not vote on any other matter.

32. **Scrutiny Sub-Committees**

32.1 The Overview and Scrutiny Committee may appoint Sub-Committees. as set out below. Subject to Council approval, the Overview and Scrutiny Committee may discontinue any of these sub-committees and/or appoint alternative sub-committees. The Overview and Scrutiny Committee may also amend the terms of reference of the sub-committees as appropriate, such changes to be reported to Council.

32.2 Where the Overview and Scrutiny Committee seeks to discontinue or appoint sub-committees, it should consult interested parties as appropriate.

32.3 The Sub-Committees will comprise such Councillors as appointed by Council.

32.4 The terms of reference of the sub-committees are set out in the Allocation of Responsibilities in Part 3 of the Constitution.

32.5 Membership of the sub-committees will be subject to the political proportionality rules.

32.6 The appointment of parent governor representatives to the Children and Education Overview and Scrutiny Sub-Committee will be carried out in accordance with the requirements of the Parent Governor Representatives (England) Regulations 2001.

32.7 The appointment of “church” representatives to the Overview and Scrutiny Committee will be carried out in accordance with the requirements of Local Government Act 2000.

- 32.8 The sub-committees may appoint advisers to the sub-committees. Such advisers will not be members of the sub-committees and cannot vote.

33. The Call-In Sub-Committees

- 33.1 The Council will appoint a Call-In Sub-Committee to consider and comment on decisions of the Executive and to process matters “called-in”.
- 33.2 The Call-In Sub-Committee will comprise five Members of the Overview and Scrutiny Committee.
- 33.3 The Rules for call-in are detailed in below and Appendix 1.

34. Meetings of the Overview and Scrutiny Committee and its Sub-Committees

- 34.1 The Call-In Sub-Committee shall be convened as and when required.
- 34.2 In exceptional circumstances, the Chair, or if they are not available the Vice-Chair, may change the date or start time of any meeting, cancel or postpone any meeting or call any additional meeting by seeking and gaining the agreement of a majority of Members of the Committee.

35. Work Programme

- 35.1 The Overview and Scrutiny Committee will consider its outline work programme, and that of the Overview and Scrutiny sub-committees, at its first meeting following the Annual Meeting of Council, except in years where there are whole borough elections, where the work programme will be considered at the first suitable meeting.
- 35.2 In setting the outline work programme, account will be taken of the need to scrutinise forthcoming policy, for example, the budget and other major policies or strategies in development, whilst leaving flexibility to allow additional items to be added to the agendas for committees and sub-committees and to commission task and finish group reviews during the year in response to new requests for scrutiny.
- 35.3 The Overview and Scrutiny Committee will report the agreed outline work programme to the first available ordinary meeting of the Council.

36. Setting the agenda for meetings

- 36.1 The Chair of the Overview and Scrutiny Committee or the relevant Overview and Scrutiny sub-committees will be responsible for approving the agenda for each meeting.
- 36.2 The Chair of the meeting will decide on all matters of order, relevance and interpretation of these procedures.
- 36.3 The Chair will have the power to vary the order of business to give precedence to any item of business.
- 36.4 Any voting member of the Overview and Scrutiny Committee or the Overview and Scrutiny sub-committees is entitled by giving at least seven clear working days notice before the meeting to the Monitoring Officer or Head of Governance, that they wish an item relevant to the functions of the Committee or sub-committees to be included on the agenda. The Monitoring Officer or Head of Governance will ensure that the matter is included on the agenda.
- 36.5 The Overview and Scrutiny Committee shall consider whether it is appropriate to respond to requests from the Council and the Executive, to review particular areas of Council activity.
- 37. Overview and Scrutiny Committee and Sub-Committees Responsibilities**
- 37.1 The role of the Overview and Scrutiny Committee and Overview and Scrutiny sub-committees in relation to the development of the Council's budget and policy framework is set out in the Budget and Policy Framework Procedure Rules in this Constitution.
- 37.2 Overview and Scrutiny Committee and Sub-Committees have the following powers and responsibilities:
- 37.2.1 Review or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are the responsibility of the executive.
- 37.2.2 Make reports or recommendations to Full Council or the Cabinet with respect to the discharge of any functions which are the responsibility of the executive.

- 37.2.3 Review or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are not the responsibility of the executive.
 - 37.2.4 Make reports or recommendations to Full Council or the Cabinet with respect to the discharge of any functions which are not the responsibility of the executive.
 - 37.2.5 Make reports or recommendations to Full Council or the Cabinet on matters which affect the borough or its inhabitants.
 - 37.2.6 Review or scrutinise the performance of any body carrying out any function on behalf of or in partnership with the Council.
 - 37.2.7 Commission in depth evidence-based reviews via informal Task and Finish Groups.
 - 37.2.8 Produce and publish an annual report for consideration by Full Council.
 - 37.2.9 To review the policy framework, and budget of the council as set out in the Budget and Policy Framework.
- 37.3 In relation to the development of the Council's policy on matters which do not form part of the budget and policy framework, the Overview and Scrutiny Committee and/or Scrutiny sub-committees may make proposals to the Executive or the Council for developments in so far as they relate to matters within their terms of reference.

38. Reports from Overview and Scrutiny Committee

- 38.1 Once it has formed proposals for policy development, the Overview and Scrutiny Committee or sub-committee will prepare a formal report and submit it:
 - 38.1.1 to the Executive, if the proposals are consistent with the existing budgetary and policy framework, or
 - 38.1.2 to the Executive and to the Council, if the recommendations would require a departure from or change to the agreed budget and policy framework.

38.2 If the Overview and Scrutiny Committee or sub-committee cannot agree on one single final report, then any two Members of the relevant committee may prepare a minority report to be submitted for consideration by the Executive or Council together with the majority report.

39. **Consideration of Overview and Scrutiny reports by the Executive and/or the Council**

39.1 The Council or Executive (as appropriate) shall consider a report of the Overview and Scrutiny Committee or sub-committees within 8 weeks of it being published, or at its next meeting, whichever is the sooner.

39.2 Where reports are sent to the Executive or Portfolio Holder from the Overview and Scrutiny Committee or sub-committees the Executive or Portfolio Holder will have 8 weeks from the date of the reference for them to respond to the Overview and Scrutiny Committee or Scrutiny sub-committees.

39.3 When the Council meets to consider a matter referred from the Overview and Scrutiny Committee or Scrutiny sub-committees, it shall also consider any response of the Executive to the proposals of the Overview and Scrutiny Committee or Scrutiny sub-committees.

40. **Rights of Overview and Scrutiny Committee Members to Documents**

40.1 The rights of access to documents of Members of Overview and Scrutiny Committees and Sub-Committees are set out in section 23 of the Access to Information Rules (Part 4G)

41. **Holding Members and Chief Officers to Account**

41.1 In fulfilling the scrutiny role, the Overview and Scrutiny Committee and Scrutiny sub-committees may require the Leader of the Council and any other member of the Executive or Chief Officer to attend before the Committee to explain:

41.1.1 **any particular decisions or series of decisions;**

41.1.2 **the extent to which the actions taken implement Council policy; and/or**

41.1.3 **their performance.**

- 41.2 Where required to attend, it is the duty of that Member or Chief Officer to do so subject to them having been given reasonable notice.
- 41.3 Where the account to be given to the Committee or sub-committee will require the production of a report, the Member or Chief Officer concerned will be given sufficient notice to allow for the preparation of that documentation.
- 41.4 Where, in exceptional circumstances, the Member or Chief Officer is unable to attend on the required date, the Monitoring Officer or Head of Governance, in consultation with the Chair and the Member or Chief Officer concerned, shall arrange an alternative date for attendance.
42. **Attendance at the Overview and Scrutiny Committee and Scrutiny Sub-Committees**
- 42.1 The Overview and Scrutiny Committee and Scrutiny sub-committees may invite any other person to address the Committee or sub-committees. It may, for example, wish to discuss issues of local concern with citizens, partners, Members and officers from other public sector or private sector organisations.
- 42.2 The Overview and Scrutiny Committee or Scrutiny sub-committees may invite any person to attend, but attendance (except for Chief Executives of Health Authorities) is entirely optional.
43. **Call-in**
- 43.1 Call-in is the process whereby a key decision of the Executive, Officer, Portfolio Holder or any Joint Committee (where it has taken a decision delegated to it by the Executive) taken but not implemented, may be examined by the Overview and Scrutiny Committee prior to implementation. They may recommend that the Executive reconsider the decision. For the avoidance of doubt a decision may only be subject to the call-in procedure once.
- 43.2 **The process for call-in**
- Five Members of the Council can call in a decision of the Executive, which has been taken but not implemented.

43.3 Decisions of the Executive shall not be implemented for 5 clear working days following the publication of the decision and a decision can only be called in during this period. This Rule does not apply to urgent decisions. The notice of the decision will state the date on which the decisions may be implemented if not called in.

43.4 Call-in must be by notification to the Monitoring Officer or Head of Governance in writing signed by all five Members

44. Requirement to Give Reasons

44.1 A notice seeking to invoke the call-in procedure must state at least one of the following grounds in support of the request for a call-in of the decision:

44.1.1 inadequate consultation with stakeholders prior to the decision;

44.1.2 the absence of adequate evidence on which to base a decision;

44.1.3 the decision is contrary to the policy framework, or contrary to, or not wholly in accordance with the budget framework;

44.1.4 the action is not proportionate to the desired outcome;

44.1.5 a potential human rights challenge, failure to consider the public sector equality duty or not in accordance with or which undermines the Council's corporate parenting responsibilities;

44.1.6 insufficient consideration of legal and financial advice.

44.1.7 The decision was a key decision and not labelled as such.

45. Referral to the Call-In Sub-Committees

45.1 Once a notice invoking the call-in procedure has been received the decision may not be implemented until the designated members (as defined in Appendix 1) have considered the guidance outlined in Appendix 1 and if required, the Call-In Sub-Committee has considered the decision. The Monitoring Officer or Head of Governance shall in consultation with the Chair arrange a meeting of the Call-In Sub-Committee to be held within seven clear working days of the receipt of the request for call-in.

45.1.1 Where the Call-In Sub-Committee fails to meet within seven clear working days of the call-in request being received by the Monitoring

Officer, the decision may be implemented on the day following twelve clear working days from the date the decision was published.

45.1.2 Where the Call-In Sub-Committee meets within seven clear working days of the receipt of notification of a call-in request, but fails to refer the matter back to the Executive or Joint Committee, the decision may be implemented on the day following the Call-In Sub-Committee meeting.

45.1.3 No Member who has signed a call-in notice may sit as a member of the Call-In Sub-Committee which considers that call-in notice.

46. Process for Consideration of Called-in Items at the Call-In Sub-Committee

46.1 The Call-In Sub-Committee will consider the decision and the reasons for call-in. The Sub-Committee may invite the relevant Cabinet Member and a representative of those calling in the decision to provide information at the meeting.

46.2 The Sub-Committee may come to one of the following conclusions:

46.2.1 that the challenge to the decision should be taken no further and the decision may be implemented;

46.2.2 that the decision is contrary to the policy framework or contrary to or not wholly in accordance with the budget framework, and should therefore be referred to the Council. In such a case the Call-In Sub-Committee must set out the nature of its concerns for Council; or

46.2.3 that the matter should be referred back to the decision taker (i.e. the Executive or Joint Committee) for reconsideration. In such a case the Call-In Sub-Committee must set out the nature of its concerns for the decision taker/Executive.

47. Referral - Back under Rule

47.1 In the event of a referral-back, the Executive or Portfolio Holder must reconsider the decision within ten clear working days of that referral or at the next meeting of Cabinet. The original decision may be then be confirmed or amended in the light of the comments of the Call-In Sub-Committee.

48. **Referral to Council**

48.1 In the event that the Call-In Sub-Committee refers the matter to Council, the decision shall be discussed at the next ordinary meeting of Council.

48.2 The Council when considering the matter may conclude:

48.2.1 that the challenge to the decision should be taken no further and the decision may be implemented;

48.2.2 that the decision is contrary to the policy framework or contrary to or not wholly in accordance with the budget and cannot therefore be implemented; or

48.2.3 that the matter should be referred back to the Executive, Portfolio Holder, officer or Joint Committee for reconsideration. In such a case the Council must set out its reasons for the referral; or

48.2.4 acknowledge that the decision is contrary to the policy framework, or contrary to or not wholly in accordance with the budget framework, but approve an amendment to the particular policy or budget to allow the decision to be implemented.

49. **In the event of a referral back to the Executive**

49.1 The Executive must reconsider the decision at its next meeting (consideration should be given to the holding of a special meeting if the issue is considered to now be sufficiently urgent) .The Executive can either:

49.1.1 confirm the original decision and report back to the next meeting of the Overview and Scrutiny Committee;

49.1.2 amend or alter the decision in the light of the comments of the Call-In Sub-Committee and report back to the next meeting of the Overview and Scrutiny Committee or sub-committee.

49.2 The decision may be implemented as soon as the original Executive decision is confirmed or amended by the decision taker.

50. **Call-in and Urgency**

50.1 The call-in procedure set out above shall not apply where the decision being taken by the Executive is an urgent decision. A decision will be

urgent if any delay likely to be caused by the call-in process would seriously prejudice the Council's or the public's interests.

- 50.2 The record of the decision, and notice by which it is made public, shall state that the matter is considered one of urgency, and will thus not be subject to call-in.
- 50.3 The Chair of the Overview and Scrutiny Committee must agree that the decision proposed is reasonable in the circumstances and should be treated as a matter of urgency.
- 50.4 In the absence of the Chair of the Overview and Scrutiny Committee, the consent of the Vice-Chair of the Overview and Scrutiny Committee is required.
- 50.5 Decisions taken, as a matter of urgency must be reported by the Monitoring Officer to the next available meeting of the Council, together with the reasons for urgency.

51. Task and Finish Group Reviews

- 51.1 Overview and Scrutiny Committee may conduct reviews via informal Task and Finish Groups but the findings must be reported back to the relevant Committee or Sub-Committee.
- 51.2 In conducting Task and Finish Groups they may also ask people to attend to give evidence at their meetings.
- 51.3 Task and Finish Groups will be carried out in accordance with the principles set out in the Protocol for Member/Officer Relations in Part 5 of the Constitution.
- 51.4 Following any Task and Finish Group review, a report will be submitted to the relevant Committee or sub-committees for onward submission to the Executive.

Appendix 1

Overview and Scrutiny Sub-Committees Call-In Procedure: Guidance

This Guidance is written for all members to consider when calling in a decision made by the Executive. The Guidance has been prepared to prevent abuse of the call-in process, and to promote the efficient use of the Council's resources.

The Overview and Scrutiny Committee shall delegate authority to the designated Members (see below) to consider requests for Call-In received in accordance with the Council's constitution, except where either or both of the designated Members have signed the call-in notice (see below).

In the event that the designated Members fail to reach agreement on whether a request should be called in, the request for a Call-In shall automatically pass to the Call-In Sub-Committee for consideration.

(1) **Call in by Members of Council**

The Guidance will be relied upon by the Chair and Vice Chair of the Overview and Scrutiny Committee. These Members will be the designated Members for the purpose of this Guidance¹ when considering a request for call in by Members of the Council. If either of the designated Members has signed a call-in notice they will not take part in the consideration of the request for call-in and it will be considered by the other Member alone. If both designated Members have signed a call-in notice the request for a Call-in shall automatically pass to the Call-In Sub-Committee for consideration.

¹ When the Chair and Vice-Chair of the Overview and Scrutiny Committee belong to the same political group, the designated members for the purposes of this Guidance only shall be the lead or nominated member from the next largest political group.

Reasons for refusal

The designated Member(s) must ensure that the requirement to give reasons under the Committee Procedure Rules (“the Rules”) as contained in the Council’s Constitution is met. In the event that the requirements are met, the following guidance shall be used when considering a request for call-in to the Call-In Sub-Committee:

1. **Time limit** - A decision may only be called-in during the period of 5 clear working days from the date of publication of the executive decision.
2. **Financial and Political implications** - Only Key decisions may be called in.
3. **Duplication** - The Call-In Sub Committee should not be used when another forum or route is available to deal with concerns about an Executive decision, such as the Standards Committee or Appeals Committee
4. **Relevance** - The Call-in request must be of direct relevance to the Decision being called-in.
5. **Process** - Have the requisite 5 Members requested the call-in (for matters impacting a particular ward, the ward Councillors must be included in the 5 signatures)
6. **Vexatious Requests** – Can the request be reasonably construed as vexatious having regard to tone, content, language, persistence etc.
7. A decision that can no longer be implemented should not be called in.

The list above is not exhaustive and occasionally additional and different reasons may be relied upon to reject a request for a call in. If this is the case, a review of this Guidance will be carried out to ensure that it remains up to date and of assistance to members.

The designated Member(s) should consider each of the above factors fully when considering a request for call-in, and in the event of refusal, reasons shall be provided which refer to the above categories.

Public Participation at Council Committee Meetings

Consultation Findings Report

14 December 2022 – 25 January 2023

Contents

1. EXECUTIVE SUMMARY	page 4
1.1 Response to the consultation	page 4
1.2 Summary of consultation approach	page 4
1.3 Summary of key findings	page 4
1.3.1 Views on current arrangements for public participation	
1.3.2 Preference for finding out about council committee meetings	
1.3.3 Level of awareness and future intention to use method of participation	
2 DETAILED FINDINGS	page 6
2.1 Introduction	page 6
2.2 Summary of consultation approach	page 6
2.3 Technical details and method	page 6
2.3.1 The consultation was administered as follows:	
2.3.2 Questionnaire design	
2.4 Response to the consultation	page 7
2.4.1 Response profile	
2.4.2 Profile of protected characteristics	
2.5 Calculating and reporting on results	
3. RESULTS IN DETAIL:	page 11
3.1 Awareness of council's current committee model of governance arrangements	page 11
3.2 Ease to understand each aspect of the current council's decision-making process	page 11
3.3 Further comments on Ease to understand each aspect of the council's current decision-making process	page 12
3.4 Recent attendance of council committee meetings	page 15
3.5 The main reasons why you have not attended a council committee meeting?	page 15
3.6 Barriers that make it difficult to participate in council Committee Meetings	page 16
3.7 Current ways respondents find out about council committee meetings	page 17
3.8 Respondents preference for finding out about council committee meetings	page 18

4 EXPERIENCE OF PREVIOUS COMMITTEE PARTICIPATION	page 19
4.1 Experience of different methods of participation	page 19
4.1.1 Level of awareness and future intention to use method of participation	
4.1.2 Reasons why respondents do not intend to use any of these methods to participate in the future	
4.2 Experience of Area Committees	page 21
4.2.1 Whether respondents had previously raised an issue at an Area Committee	
4.2.2 Awareness of council's current committee model of governance arrangements	
4.2.3 Why respondents disagree with any of the previous statements on Area Committees and what improvements they would like to see:	
4.3 Experience of submitting a petition	page 22
4.3.1 Whether respondents previously submitted a petition	
4.3.2 Respondents level of satisfaction from their experience of petitions	
4.3.3 Why respondents disagree with the previous statements on submitting a petition	
4.4 Experience of submitting a question to a Council Committee	page 24
4.4.1 Whether respondents have previously submitted a question to a Council Committee	
4.4.2 Respondents satisfaction from their experience submitting a question to a Council Committee	
4.4.3 Why respondents disagree with statements on submitting a question to a Council Committee	
4.5 Experience of submitting a comment to a Council Committee	page 25
4.5.1 Whether respondents have previously submitted a comment to a Council Committee	
4.5.2 Respondents satisfaction from their experience submitting a comment to a Council Committee	
4.5.3 Why respondents disagree with statements on submitting a comment to a Council Committee	
4.6 Experience of speaking at a Council Committee	page 27
4.6.1 Whether respondents have previously spoken Committee meetings	
4.6.2 Respondents satisfaction from their experience speaking at Committee meetings	
4.6.3 Why respondents disagree with statements on submitting a comment to a Council Committee	
4.7 Any other comments about accessibility and speaking committee meetings?	page 30

1. EXECUTIVE SUMMARY

This report sets out the consultation findings from the 'Public Participation at Council Committee Meetings' consultation. Findings from this consultation have been used to inform amendments to the Council's Constitution being reported to Full Council on 28 February 2023 as part of the Governance Review.

1.1 Response to the consultation

- a total of 53 questionnaires were completed.
- the total number of times the [consultation webpage](#) was visited was 2,621
- all responses were either from residents or from a resident and business.
- one written response was received via post.

1.2 Summary of consultation approach

- the consultation ran from 14 December 2022 - 25 January 2023.
- the consultation consisted of a summary consultation document and online questionnaire which was published on [Engage Barnet](#).
- paper copies and other alternative formats of the consultation were available on request.
- the consultation was widely promoted via the council's resident's e-newsletter, Barnet First magazine, the council's website, School Circulate newsletter, posters in public buildings, Twitter, and Facebook adverts.

1.3 Summary of key findings

1.3.1 Views on current arrangements for public participation

- two-thirds of respondents were aware of the council's current committee model of governance arrangements in operation.
- for each aspect of the current council's decision-making process, more respondents felt that the ease of understanding was difficult compared to those who felt it was easy, or that they didn't know enough to give a view.
- the six most common themes, accounting for over 80% of the comments, include:
 - not convinced the council is committed to listening and acting on public participation
 - the Council being proactive in information sharing and civic education
 - difficulty of finding things online
 - complexity of submitting a question
 - lack of remote attendance options
 - the high petition threshold
- almost two-thirds of respondents had not attended a council committee meeting in the previous twelve months
- reasons given for why respondents had not attended a council committee meeting in the previous twelve months include:
 - half of respondents did not know when and where the meetings were held
 - a third of respondents did not know they could attend a council meeting
 - one in seven respondents felt the meetings were at an inconvenient time, they lacked the time, and the meeting was in an inconvenient location

- barriers that make it difficult to participate in council Committee Meetings include:
 - a third of respondents experienced a problem hearing committee members at council meetings
 - one fifth of respondents experienced rude council staff
 - one eighth of respondents felt the over formality of the meetings was a barrier to participation

1.3.2 Preference for finding out about council committee meetings

- respondents' preference for finding out about council committee meetings:
 - almost two-thirds of respondents preferred to be informed by email with almost half wanting to subscribe to Committee email updates, and a similar proportion via Barnet first Resident Council e-newsletter
 - almost half of respondents had a preference to find out via the Council website, and half via social media
 - a quarter of respondents had a preference to find out via Barnet First Paper Resident Council Magazine

1.3.3 Level of awareness and future intention to use method of participation

- level of awareness and future intention to use method of participation:
 - almost three quarters of respondents were aware of submitting or signing a Petition and almost half intend to use this method in the future
 - just under half of respondents were aware of being able to participate by submitting Public Questions or Comments at committee meetings, and around half plan to use this method of participation in the future.
 - over two-fifths of respondents were aware of raising an issue at Area Committees as a method and almost half intend to use in the future
 - two-fifths of respondents were aware of Speaking at Planning Committees as a method of participation, and almost half intend to use in the future
 - less than a third of respondents were aware of Speaking on Asset of Community Value listings as a method of participation and almost half intend to use in the future
 - over a third of respondents were aware of speaking on applications for Area Committee Funding as a method and over a third intend to in the future
- whether respondents had previously engaged with committees:
 - over a quarter (of respondents) had previously raised an issue at an Area Committee
 - half of respondents had either submitted or signed a petition
 - a third of respondents had submitted a public question to a Council Committee
 - a fifth of respondents had submitted public comment to a Council Committee
 - whilst five respondents had previously spoken at Planning Committee meetings, and three respondents had spoken at Funding Applications at Area Committee meetings, only one had spoken at Assets of Community Value Listings at council meetings
 - of those respondents who had attended or submitted to any of these above committees, whilst a third felt the processes were easy to follow, transparent and in an accessible format that meets their needs, over half did not.

2 DETAILED FINDINGS

2.1 Introduction

This section sets out the full findings from the council's consultation on Public Participation at Council Committee Meetings from which recommendations will be put to Full Council on 24 February 2023.

2.2 Summary of consultation approach

The Public Participation at Council Committee Meetings consultation began on 14 December 2022 and closed on 25 January 2023.

2.3 Technical details and method

2.3.1 In summary, the consultation was administered as follows:

- the consultation consisted of an online questionnaire published on [Engage Barnet](#) together with a summary consultation document which provided background information about both the current and proposed additional ways that Barnet residents, visitors and organisations can participate in council decision-making meetings. Paper copies and an easy-read version of the consultation were also made available on request
- the consultation was widely promoted via the council's residents e-newsletter magazine, Barnet First; the council's website; School Circular newsletter; posters in public places; Twitter; Facebook adverts.

2.3.2 Questionnaire design

The questionnaire was developed to ascertain residents' views on the current and proposed ways that Barnet residents, visitors and organisations can participate in council decision-making meetings.

The consultation document was split into two parts, the first focused on the current arrangements for public participation. The second part set out the proposed new approach for public participation at Council Committee meetings. In particular the consultation invited views on the:

- public questions at council meetings
- public comments at council meetings
- raising issues at Area Committees
- petitions
- speaking at Planning Committee meeting
- speaking on Assets of Community Value Listings at committee meetings
- speaking on Funding Applications at Area Committee meetings
- deputations
- participation in Cabinet and Overview & Scrutiny Committee meetings
- enabling more people to get involved with the Council decision-making process

Those respondents who elected to receive a paper copy were sent both the consultation document and questionnaire.

2.4 Response to the consultation

A total of 53 questionnaires have been completed - with one being posted in which was incorporated into the following analysis with the responses submitted online. The number of visits to the consultation webpage on Engage Barnet was 2,621.

2.4.1 Response profile

The table below shows the profile of those who responded to the questionnaire.

Table 1: Profile of those who responded to the Consultation

Stakeholder	%	#
Barnet resident	88.6%	39
Barnet business and a resident	11.4%	5
Barnet business	0.0%	0
Representing a voluntary/community organisation	0.0%	0
Representing a public-sector organisation	0.0%	0
Representing a school	0.0%	0
Other	0.0%	0
Prefer not to say	0.0%	0
Total who answered this question	100%	44
Not Answered		9
Total response to the consultation		53

There was also one written response which arrived by letter. This response has been incorporated into the findings and further details are provided in section 4.4 of this report.

2.4.2 Profile of protected characteristics

The council is required by law (the Equality Act 2010) to pay due regard to equalities in eliminating unlawful discrimination, advancing equality of opportunity, and fostering good relations between people from different groups.

The protected characteristics identified in the Equality Act 2010 are age, disability, ethnicity, gender, gender reassignment, marriage and civil partnership, pregnancy, maternity, religion or belief and sexual orientation.

To assist us in complying with the duty under the Equality Act 2010 we asked the respondents to provide equalities monitoring data and explained that collecting this information will help us understand the needs of our different communities and that all the information provided will be treated in the strictest confidence and will be stored securely in accordance with our responsibilities under data protection legislation (such as the General Data Protection Regulation or the Data Protection Act 2018).

Table 2 below shows the profile of these who answered these questions. However, as the total number of responses is relatively low (53), we have not undertaken any demographic analysis on the consultation findings.

Table 2: Protected Characteristic, profile of those that completed the questionnaire

Protected Characteristic	Response	
	#	%
Age		
16-17	1	2%
18-24	2	4%
25-34	1	2%
35-44	9	17%
45-54	8	15%
55-64	9	17%
65-74	6	11%
75+	4	8%
Prefer not to say	3	6%
Not answered	10	19%
Total	53	100%

Gender		
Female	15	28%
Male	21	40%
If you prefer your own term	1	2%
Prefer not to say	5	9%
Not answered	11	21%
Total	53	100%

Is the gender you identify with the same as your sex registered at birth?		
Yes, it's the same	30	57%
No, it's different	4	8%
Prefer not to say	5	9%
Not answered	14	26%
Total	53	100%

Public Participation at Council Committee Meetings - Consultation Report

Disability		
Yes	5	9%
No	32	60%
Prefer not to say	3	6%
Not answered	13	25%
Total	53	100%

If responded 'yes' to the question on disability: Please select the definition/s from the list below that best describes your disability/disabilities:	(Please tick all that apply)
Hearing (e.g. deaf, partially deaf or hard of hearing)	2
Vision (e.g. blind or fractional/partial sight. Does not include people whose visual problems can be corrected by glasses/contact lenses)	1
Speech (e.g. impairments that can cause communication problems)	1
Mobility (e.g. wheelchair user, artificial lower limb(s), walking aids, rheumatism or arthritis)	3
Physical co-ordination (e.g. manual dexterity, muscular control, cerebral palsy)	1
Reduced physical capacity (e.g. inability to lift, carry or otherwise move everyday objects, debilitating pain& lack of strength, breath, energy or stamina, asthma, angina or diabetes)	1
Severe disfigurement	0
Learning difficulties (such as dyslexia)	2
Mental illness (substantial & lasting more than a year, e.g. severe depression or psychosis)	3
Prefer not to say	1
Total respondents	6

Faith		
Buddhist	1	2%
Christian	17	32%
Hindu	1	2%
Jewish	6	11%
Muslim	1	2%
Sikh	0	0%
No religion	6	11%
Other Faith	0	0%
Prefer not to say	10	19%
Not answered	11	21%
Total	53	100%

Pregnancy and maternity		
Pregnant	0	0%
On maternity leave	0	0%
Neither	15	28%
Prefer not to say	5	9%
Not answered	33	62%
Total	53	100%

Sexual orientation		
Bisexual	2	4%
Gay or Lesbian	2	4%
Straight or heterosexual	26	49%
Other sexual orientation	0	0%
Prefer not to say	9	17%
Not answered	14	26%
Total	53	100%

Marital Status		
Never married and never registered a civil partnership	7	13%
Married/ in a registered civil partnership	18	34%
Separated, but still legally married/ in a civil partnership	2	4%
Divorced/ legally dissolved civil partnership	4	8%
Widowed/ surviving partner from civil partnership	2	4%
Prefer not to say	9	17%
Not answered	11	21%
Total	53	100%

2.5 Calculating and reporting on results

- the results for each question are based on “valid responses”, i.e., all those providing an answer (this may or may not be the same as the total sample) unless otherwise specified. The base size may therefore vary from question to question.
- where percentages do not add up to 100, this may be due to rounding, or the question is multi-coded - i.e., respondents could give more than one answer. The open-ended questions are multi-coded, as respondents could write in more than one comment, and therefore the tables on verbatim comments add up to more than 100%.
- all open-ended responses have been classified based on the main themes arising from the comments, so that they can be summarised. It should also be noted that the responses were very varied. However, there were several common themes that were evident, and the most common themes have been summarised in this report.

3. RESULTS IN DETAIL:

3.1 Awareness of council's current committee model of governance arrangements

Respondents were asked 'Before today, were you aware of the council's current committee model of governance arrangements that are in operation?'

Table 3 below shows that:

- two-thirds of respondents (66%) were either fully (23%) or partly (43%) aware of the council's current committee model of governance arrangements in operation.
- a third (34%) of respondents were not aware of the council's current committee model of governance arrangements that are in operation.

Table 3: Awareness of current committee arrangements

Before today, were you aware of the council's current committee model of governance arrangements that are in operation?	%	#
Yes, fully	23%	12
Yes, partly	43%	23
No	34%	18
Number of respondents who completed this question		53

3.2 Ease to understand each aspect of the current council's decision-making process

Respondents were asked to indicate how easy it is to understand each aspect of the current council's decision-making process:

Table 4 below shows that:

- for each aspect of the current council's decision-making process, more respondents felt that the ease of understanding was difficult compared to those who felt it was easy, or that they didn't know enough to give a view.

Table 4: Respondents level of understanding of the council's decision-making process

	Very easy		Fairly easy		Fairly difficult		Very difficult		Don't know enough to give a view	
How to get involved with the Council's decision-making meetings (for example Council, Committee or Planning meetings)	9%	5	20%	11	26%	14	30%	16	13%	7
How current decisions are made	13%	7	13%	7	37%	20	22%	12	13%	7
How residents' views and input are taken into account in the council decision making process	13%	7	11%	6	22%	12	39%	21	13%	7
How to submit a Petition	14%	7	28%	14	22%	11	24%	12	12%	6
How to submit a request to speak at a decision-making meeting	11%	6	18%	10	24%	13	32%	17	13%	7

3.3 Further comments on Ease to understand each aspect of the council's current decision-making process

Respondents were also asked if they had any comments to make about the ease to understand each aspect of the council's current decision-making process. Of those who responded to the consultation, 27 out of 53 gave a response to this question.

The responses to this question were varied and the most common themes, with a response of four comments or more, have been summarised below. Percentages are based on those who answered this question. Further details of the type comments received are provided in table 5.

The six most common themes, accounting for over 80% of the comments, include:

- not being convinced the council is committed to listening and acting on public participation (7/26%)
- the Council being proactive in information sharing and civic education (6/22%)
- difficulty of finding things online (5/19%)
- complexity of submitting a question (4/15%)
- lack of remote attendance options (2/7%)
- the high petition threshold (2/7%)

Table 5: Comments on the Ease to understand each aspect of the council’s current decision-making process

Theme and verbatim comments received	Number of comments
Number of respondents who completed this question	27
Number of respondents who did not answer this question	26
Total Base	53
Total number of comments	31
	Number of comments
Comments about the need for the council to be more proactive in information sharing and civic education: no communications at all about the process/ not enough information shared with residents, the council has duty to educate its residents rather than make it difficult, lots of rather complex processes/ not enough information on what’s happening/ nobody makes it clear what the council does, or how they do it. There is little publicity of any petitions to the council, and it's hard to find out how to even start one/ I put ‘fairly difficult’ because I feel it should be more in our face as residents.	6
Comments about not being convinced the council is committed to listening and acting on public participation: My neighbours and I try to engage with the Council on the problems on our road for years. They smile and nod and let Capita make irrational decisions on highways and other infrastructure. It is an insult to the democratic process/ The feeling is that the Council is just ticking boxes and does not really care what residents think. It makes people wonder why they should bother is there input and their time and their investment in the process is ignored so many times/ There is no clarity about how views and input are taken into account/ Decisions have already been made so what is the point, resident views don't count/ I have been trying to get the council to put a new policy into effect on Play Streets but it is proving very difficult to get answers	5
Comments about the difficulty of finding things online: When I tried to contact the council it was difficult to find/ it is not easy to find information, & any information is long winded and complex/ the website is pretty poor and the language used is jargon ridden/ I can never find anything on Barnet website. I always ask my councillor, who is helpful & always has time for people/ I have only ever found out about committees etc if I’ve gone on a bit of a research-a-thon on the council website	5
Comments about complexity of submitting a question: submitting a question is hard /It's not easy to understand how to ask a question at a committee meeting. In the documents for the committee agendas it explains you can ask a question, but it doesn't explain everything. It doesn't mention that the question must relate to an agenda item and you need to provide a street address. There is no forum for members of the public to raise issues that the council may not have thought about / the council website is fairly vague on how to get involved, and there are difficult rules to work around when submitting a petition or question (e.g. incl a postcode) / in the consultation document there is no detail on how to actually do any of the current working practices or how it will be done in the future	4

Public Participation at Council Committee Meetings - Consultation Report

Theme and verbatim comments received	Number of comments
Comments about the previous administrations' lack of commitment to listening and acting on public participation: As public had previously not been allowed to participate in council's decision-making processes so we are not aware of how to lodge a petition for example. The previous council ignored any of our comments as well and we were shut out of the process/ It is all "fairly easy" because whatever procedure exists, the Tories ignored those	2
Comments about lack of remote attendance options: Having to be in person is not convenient / no opportunities for online participation	2
Comments about the high petition threshold: number of people for a petition is quite high/ I was previously involved with a petition which collected around 1,000 signatures but the time elapsed and we were never allowed to present the petition. Wish we could have been allowed with a lower threshold and the petition not deleted after a time limit.	2
Comments about speaking time in planning meetings: Applicant can talk for 3 minutes, supporter has 3 minutes, and objector has 3 minutes. If there isn't a supporter, objectors can use the supporter's time. This position is written differently and in conflicting ways in two different places online here & here , and the consultation document. It is unfair, undemocratic, and partial to allow those in favour to have double the time of the objectors. Other boroughs give equal time to both sides, e.g. Camden & Hackney	1
Comments about notice time: Insufficient time for a notice to be posted to enable a person who wishes to speak at a meeting	1
Comments about data protection concerns: all surveys ask for either DOB, or post code or other personal data- people who are frightened to give data because they are worried about scams, are victims of domestic violence, are homeless or worried about other safety issues cannot take part. You can ask for age range, you can ask for the Ward rather than post code or nearest landmark - or 'don't want to answer this - you need is email address or of an 'email buddy'	1
Comments about being newly interested: now that Mill Hill is being overdeveloped esp. the Ridgeway where I live, I need to know more	1
Comments about time commitment to participate: The amount of time required to invest in any participation is a barrier. We have lives and families and jobs and care responsibilities, etc, etc and we have very little time to invest, never mind time to waste.	1

3.4 Recent attendance of council committee meetings

Respondents were asked 'Have you attended a council committee meeting in the last twelve months?'

Table 6 below shows that:

- over a third of respondents (37%) had attended a council committee meeting in the previous twelve months
- almost two-thirds (62%) of respondents had not attended a council committee meeting in the previous twelve months

Table 6: Proportion of respondents who have attended a council meeting recently

Have you attended a council committee meeting in the last twelve months?	%	Base
Yes	37%	20
No	62%	33
Number of respondents who completed this question		53

3.5 The main reasons why you have not attended a council committee meeting?

Respondents who answered 'no' to the were asked 'Looking at the list below, please indicate the main reasons why you have not attended a council committee meeting?'

Table 7 below shows that:

- almost half of respondents (42%) did not know when and where the meetings were held
- a third of respondents (33%) did not know they could attend a council meeting
- 15% of respondents felt the meetings were at an Inconvenient time,
- 15% of respondents felt they lacked time
- 12% of respondents felt it was an inconvenient location

Table 7: Respondents reasons for not attending a council meeting

Looking at the list below, please indicate the main reasons why you have not attended a council committee meeting?	Base
I did not know when and where the meetings were held	14
I did not know I could attend a council meeting	11
Inconvenient time	5
Lack of time	5
Inconvenient location	4
Issues considered not relevant to me	2
The meetings are not in an accessible format that suits my needs	2
Not interested	0
Other (please explain why you have not attended a council meeting))	6
You have to trawl site to find details	1
Meetings I wanted to go to were adjourned	1
my age, health and effort needed	1
Nervous about public speaking	1
So few residents are permitted to speak, then why bother showing up?	1
Personal circumstances	1
Number of respondents who completed this question	33

3.6 Barriers that make it difficult to participate in council Committee Meetings

Respondents were asked ‘When you attended are there any barriers that make it difficult to participate in council Committee Meetings?’

Table 8 below shows that the top these barriers were hearing, rude staff and formality:

- a third (33%) of respondents experienced a problem hearing committee members at council committee meetings
- one fifth (20%) of respondents experienced rude council staff
- 13% of respondents felt the over formality of the meetings was a barrier to participation

Table 8: Barriers to participation in council Committee Meetings

When you attended are there any barriers that make it difficult to participate in council Committee Meetings?	#
Cannot hear the remarks of Committee members or the Chairman/ Since in-person meetings resumed it has become very difficult to hear what is said on-line, let alone participate/ It was sometimes difficult to hear some members as we were in a different part of the room and microphones weren't sufficiently working. Microphone didn't work, was passed a member's/ Video is available now but unreliable and the sound did not work. Microphones are unreliable and my friend is hard of hearing and was unable to hear anything going on in the meeting.	5
Rude council staff/ Council staff were rude & dismissive of resident views / Rude council staff denied my views	3
There is too much formality & hierarchy in the process/ Committee formality can make it feel difficult for some to participate - a warm welcome and support from an officer might help more do it	2
We sit at the other end of a meeting room and are not allowed to say anything unless we have a question submitted. We have to listen to councillors talking at length and are not allowed to express opinions. Councill officers make replies to councillor questions which we cannot comment on. It is very poor-quality engagement & not participatory.	1
No opportunity to speak	1
Activists in the audience shouting and heckling	1
Not knowing when the agenda will be published. (Could we register to be emailed when an agenda for a certain committee is available?) Very short timeframe to see the agenda of each meeting& submit a question means deadline missed. (Could agenda be published earlier?) Submission rules are not obvious and could be linked more clearly. Needing to attend the meeting to get an answer. I would like to submit a question& receive a written answer on the meeting minutes.	1
Not enough time to submit questions, not enough time for comments	1
Number of respondents who completed this question	15

3.7 Current ways respondents find out about council committee meetings

Respondents were asked ‘How do you CURRENTLY find out about council committee meetings that are happening and what decisions are being made at those meetings?’

Table 9 below shows that:

- over three-quarters (80%) of respondents used the Council website to find out about council committee meetings
- half (50%) of respondents found out about council committee meetings via word of mouth, including via neighbours and local councillors
- a quarter of respondents received notification by email (10%), or Barnet First Resident Council e-newsletter (15%)
- one (5%) respondent had subscribed to Committee Email updates whilst one (5%) was informed via Barnet First Paper Resident Council Magazine
- no respondent indicated that they saw either a press release or Hendon Town Hall Noticeboard.
- of other ways respondents found out about council committee meetings, two respondents (10%) indicated they were informed via Barnet Together Alliance emails

Table 9: How respondents find out about council committee meetings

How do you CURRENTLY find out about council committee meetings that are happening and what decisions are being made at those meetings?	#
Council website	16
Word of Mouth (incl. Local councillors and neighbours)	10
Social media	3
Barnet First Resident Council E Newsletter	3
E mail	2
Barnet First Paper Resident Council Magazine	1
Subscribe to Committee Email updates	1
Press release	0
Hendon Townhall Notice board	0
Other (please specify)	2
Barnet Together Alliance emails	2
Number of respondents who completed this question	20

3.8 Respondents preference for finding out about council committee meetings

Respondents were asked ‘How would you PREFER to find out what council committee meetings are happening and what decisions are being made at those meetings?’

Table 10 below shows that:

- almost two-thirds of respondents preferred to be informed by email with almost half (42%) wanting to subscribe to Committee email updates, and a similar proportion (40%) via Barnet First Resident Council E Newsletter
- almost half of respondents (48%) had a preference to find out via the Council website, and (44%) via social media
- a quarter (25%) of respondents had a preference to find out what committee meetings are happening& what decisions via Barnet First Paper Resident Council Magazine
- a few had a preference to be informed via press release (15%), word of mouth (12%) or Hendon Town Hall notice board (8%)
- there were also additional preferences of via GP surgeries and public libraires, and the local press.
- one respondent had a preference that anyone who has commented on an application should be automatically notified, and that applicant, objectors and supporters should be notified on the same day about forthcoming meetings.

Table 10: Respondents preference to find out about council committee meetings

How would you PREFER to find out what council committee meetings are happening and what decisions are being made at those meetings?	#
Email	31
Council website	25
Social media	23
Subscribe to Committee Email updates	22
Barnet First Resident Council E Newsletter	21
Barnet First Paper Resident Council Magazine	13
Press release	8
Word of Mouth (incl. Local councillors and neighbours)	6
Hendon Townhall Notice board	4
Other (please specify)	4
Everyone who has commented on an application should be notified come to committee unless you untick a box not to be. Applicant, objectors & supporters should be told on same day about forthcoming meetings.	1
Local press	1
Noticeboards in Town Hall, GP Surgeries and Public Libraries	1
The average resident does not have time to look around all the various online platforms looking for information every few days. Anything where interested residents can subscribe and get information about upcoming meetings and topics to be discussed, would really help	1
Number of respondents who completed this question	52

4 EXPERIENCE OF PREVIOUS COMMITTEE PARTICIPATION

4.1 Experience of different methods of participation

4.1.1 Level of awareness and future intention to use method of participation

Respondents were asked ‘Looking at the ways that you can currently get involved, please indicate if: a) before today you are aware of these types of ways to participate. b) you think you will use these methods in the future to participate’

Table 11 below shows that:

- almost three quarters of respondents (58%) were aware of Submitting or signing a Petition and almost half (44%) intend to use this method in the future
- just under half of respondents (46%) were aware of being able to participate by submitting Public Questions or Comments at committee meetings, and around half (48% and 54% respectively) plan to use this method of participation in the future.
- over two-fifths (42%) of respondents were aware of raising an issues at Area Committees as a method and almost half (48%) intend to use in the future
- two-fifths (40%) of respondents were aware Speaking at Planning Committees as a method of participation, and almost half (44%) intend to use in the future
- less than a third of respondents (29%) were aware of Speaking on Asset of Community Value listings as a method of participation, and almost half (44%) intend to use in the future
- over a third (35%) of respondents were aware of Speaking on Applications for Area Committee Funding as a method, and over a third (38%) intend to in the future
- 15 % of respondents were not aware of any of these methods of participation, and only three respondents (6%) do not intend to participate in in the future

Table 11: Level of awareness and future intention to use method of participation

Looking at the ways that you can currently get involved, please indicate if: a) before today you are aware of these types of ways to participate. b) you think you will use these methods in the future to participate	I am already aware of this way to participate in the council decision making process	I will use this method in the future
Submitting or signing a Petition	58% 28	44% 21
Submitting Public Questions at committee meetings	46% 22	54% 26
Submitting Public Comments at committee meetings	46% 22	48% 23
Raising an issue at Area Committees	42% 20	48% 23
Speaking at Planning Committees	40% 19	44% 21
Speaking on Asset of Community Value listings	29% 14	44% 21
Speaking on Applications for Area Committee Funding	35% 17	38% 18
Not aware of any of these	15% 7	10% 5
Do not intend to participate in any of these methods in the future	10% 5	6% 3

4.1.2 Reasons why respondents do not intend to use any of these methods to participate in the future:

Respondents were asked ‘If you do not intend to use any of these methods to participate in the future, please say why:’

Table 12 below shows that:

- Two respondents felt that whilst the methods of participation seemed sensible, at this moment they did not have intention to participate, but felt the opportunity should be advertised more and communication better via a regular email update.
- Three other respondents who did not feel they would use these methods in the future had also tried to use in the past and had not had positive experiences.
- One respondent felt it was better to contact their councillor directly

Table 12: Why respondents do not intend to use these methods in the future

If you do not intend to use any of these methods to participate in the future, please say why:	Base
I was not aware that the general public was/is able to participate and ask to speak at many of the above options. It would be great if these opportunities were advertised more/ They all seem eminently sensible. My challenge has been partly not having anything that I really wanted to say, and partly not knowing of the systems in place. If I had regular email updates (rather than post) it would make a big difference.	2
I have used all these methods. The Council doesn't listen, so why do you think it will change in the future?	1
It is bureaucratic and cumbersome	1
Better to contact councillors directly	1
Submitted comments go to officers but are not presented at the meetings. They may be effective but I prefer to ask a question and face them and let them respond before the business of the meeting. I do not intend to submit petitions soon because it is a lot of work and the council do not engage with them in my experience, even when we got 300,000 to save Sweets Way. Area committees are in my experience very difficult and not worth the effort.	1
Number of respondents who completed this question	6

4.2 Experience with area committees

4.2.1 Whether respondents had previously raised an issue at an Area Committee

Respondents were asked 'Have you previously raised an issue at an Area Committee?'

Table 13 below shows that:

- Over a quarter (13) of respondents had previously raised an issue at an Area Committee, almost three-quarters (36) hadn't

Table 13: Have respondents previously raised an issue at an Area Committee

Have you previously raised an issue at an Area Committee?	#
Yes	13
No	36
Number of respondents who completed this question	49

4.2.2 Views on current arrangements on how to raise an issue at an Area Committee

Respondents who had previously raised an issue at an Area Committee were then asked, 'To what extent do you agree or disagree with the following statements about the current arrangements the current arrangements on how to raise an issue at an Area Committee?'

Table 14 below shows that:

- Almost a third of respondents (31%) agreed that area committees' current rules on raising an issue make it easy to participate, are easy to follow, are in an accessible format, and are transparent
- However, over two-third (69%) disagreed that they were easy to follow and transparent, and almost two-thirds (62%) that the current rules make it easy to participate.
- A third of respondents neither agreed nor disagreed that the current arrangements are in an accessible format that meets my needs, with over a third (38%) disagreeing.

Table 14: Respondents level of agreement or disagree on Area committee access

To what extent do you agree or disagree with the following statements about the current arrangements the current arrangements on how to raise an issue at an Area Committee?	Agree	Neither agree nor disagree	Disagree	Not sure/ Don't know
The current rules on raising an issue at Area Committees make it easy to participate	4	1	8	0
The current arrangements on raising an issue at Area Committees are easy to follow	4	0	9	0
The current arrangements on raising an issue at Area Committees are in an accessible format that meets my needs	4	4	5	0
The current arrangements on raising an issue at Area Committees are transparent	4	0	9	0
Number of respondents who completed this question				13

4.2.3 Why respondents disagree with any of the previous statements on Area Committees and what improvements they would like to see:

Respondents were asked 'If you disagree with any of these statements, please say why and what improvements you would like to see'

Table 15 below shows that:

- All those who responded felt it was a challenge

Table 15: Why respondents disagree with the statements on Area Committees

If you disagree with any of these statements, please say why and what improvements you would like to see	#
It's a farce. No one has done anything about the issues my neighbours and I have raised in this format repeatedly.	1
It is possible to understand but not easy	1
I once tried to raise something at area committee and it was out of the remit so was not allowed, so I never tried again. I have more constructive things to do with my time, in the local community.	1
I believe the responsiveness of council officers is a concern. As is the dominance of a few individuals who talk loudest and therefore no one else wants to talk. There needs more outreach. Stop making it all about us coming to you. Actually engage residents in schools and towns and public spaces. Let's see you other than at election time.	1
Number of respondents who completed this question	4

4.3 Experience of submitting a petition

4.3.1 Whether respondents previously submitted a petition

Respondents were asked 'Have you previously submitted or signed a Petition that has been submitted to the council?'

Table 16 below shows that:

- Half of respondents (50%) had not submitted a Petition or signed a petition that was submitted to the council.
- A third of respondents (35%) had signed a petition only
- A seventh of respondents (15%) had submitted a Petition to the council

Table 16: Proportion of respondents who submitted or signed a Petition

Have you previously submitted or signed a Petition that has been submitted to the council?	#
Yes, submitted a Petition to the council	7
Yes, submitted a Petition, and signed a petition that was submitted to the council	3
Yes, signed a Petition only that was submitted to the council	17
No, not submitted a Petition or signed a petition that was submitted to the council	24
Number of respondents who completed this question	48

4.3.2 Respondents level of satisfaction from their experience of petitions

Respondents were asked ‘To what extent do you agree or disagree with the following statements about your experience of petitions?’

Table 17 below shows that:

- Whilst over a third of respondents felt the current arrangements on petitions are easy to follow, almost half (43%) did not.
- Similarly, less than a third (30%) of respondents agreed that the current arrangements are transparent and that they are in an accessible format that meets the respondents needs, almost half (43% and 39%) respectively disagree.
- Less than a quarter (22%) of respondents agreed that signed submitted petitions to the council, are adequately considered and decided on, with almost a third (30%) disagreeing and almost a third (30%) neither agreeing nor disagreeing.

Table 17: Respondents satisfaction from their experience submitting a petition

To what extent do you agree or disagree with the following statements about the current arrangements the current arrangements on how to raise an issue at an Area Committee?	Agree	Neither agree nor disagree	Disagree	Not sure/ Don't know
Current arrangements on petitions are easy to follow	8	2	10	3
Current arrangements on petitions are transparent	7	2	10	4
The current arrangements on petitions are in an accessible format that meets my needs	7	4	9	3
Signed submitted petitions to the council, are adequately considered and decided on	5	7	7	4
Number of respondents who completed this question				23

4.3.3 Why respondents disagree with the previous statements on submitting a petition

Respondents were asked ‘If you disagree with any of these statements, please say why and what improvements you would like to see’

Table 18 below shows that:

- Two of the respondents did not feel the Council took petitions seriously
- One respondent felt they could not participate as it had to be signed online
- One respondent suggested results should be declared in Barnet's publicity media
- One respondent felt that for planning decisions the was a bias to the developer
- One respondent ask that the word limit be extended for the text of petitions

Table 18: Why respondents disagree with the statements on Petitions

If you disagree with any of these statements, please say why and what improvements you would like to see’	#
The Council doesn't take petition's seriously/ Petitions are always ignored	2
I signed a petition that was organised by a group. They too needed me to be "DIGITAL" to the point that I am not.	1
For planning decisions, it seems the only consideration is the developer	1
Petition's results should be declared in Barnet's publicity media	1
Not sure what happens when petitions are received and if they make any difference	1
Could I ask that the word limit be extended for the text of petitions	1

Number of respondents who completed this question	7
---	---

4.4 Experience of submitting a question to a Council Committee

4.4.1 Whether respondents have previously submitted a question to a Council Committee

Respondents were asked 'Have you previously submitted a public question to a Council Committee?'

Table 19 below shows that:

- A third of respondents had submitted a public question to a Council Committee whilst two-thirds hadn't.

Table 19: Respondents who have submitted a question to a Council Committee

Have you attended a council committee meeting in the last twelve months?	#
Yes	16
No	33
Number of respondents who completed this question	49

4.4.2 Respondents satisfaction from their experience submitting a question to a Council Committee

Respondents were asked 'To what extent do you agree or disagree with the following statements on the current arrangements on how to submit a public question?'

Table 20 below shows that:

- Whilst around a quarter (27%) of respondents felt that the current arrangements for submitting public questions are transparent, in an accessible format that met their needs and adequately considered and decided on, over half (at least 53%) disagreed.
- Only a fifth (20%) of respondents agreed that the current arrangements on petitions are easy to follow, two-thirds of respondents (67%) disagreed.

Table 20: Respondents satisfaction from their experience submitting a question

To what extent do you agree or disagree with the following statements on the current arrangements on how to submit a public question?	Agree	Neither agree nor disagree	Disagree	Not sure/ Don't know
The current rules for public questions make it easy to participate at Committee Meetings	3	1	10	1
The current arrangements for submitting public questions are easy to follow	4	1	9	1
Current arrangements for submitting public questions are in an accessible format that meets my needs	4	2	8	1
The current arrangements for submitting public questions are transparent	4	2	8	1
Number of respondents who completed this question				15

4.4.3 Why respondents disagree with statements on submitting a question to a Council Committee

Respondents were asked 'If you disagree with any of these statements, please say why and what improvements you would like to see'

Table 21 below provide the details that show that Respondents felt:

- Nobody listens and there is too much cronyism towards affluent parts of the Borough

- The council's response to feedback has to be better designed.
- Finding the rules about submitting a question is not easy
- it is easy to send too many words or miss your postcode so the question gets rejected.
- Having to be at a council meeting is not convenient
- Only possible with the help of local councillor
- The deadlines are too strict.
- It's a rather untransparent and unclear

Table 21: Why respondents disagree with the statements on Petitions

If you disagree with any of these statements, please say why and what improvements you would like to see'	#
Nobody listens and there is too much cronyism towards affluent parts of the Borough	1
How you collect data and how you evaluate data is political. If you want to know of wider opinions, the council's response to feedback has to be better designed.	1
Finding the rules about submitting a question is not easy and it is easy to send too many words or miss something out like postcode so the question gets rejected. Having to be at a council meeting is not convenient as I live in New Barnet and are reliant on public transport to get to meetings in Hendon.	1
These are the main problems for me: - The 'Ask a public question' page on Barnet's website is poorly written and has grammatical errors - In the documents for the committee agendas it explains you can ask a question and how to do this but it doesn't explain everything. For example, it doesn't mention that the question must relate to an agenda item and you need to provide a street address. This makes it very hard to understand how to ask questions at committee meetings. - You have to download and read a pdf that explains how to ask questions at council meetings. This makes it difficult to understand how to ask a question. The process should be clearly explained on the council website without needing to download a document	1
Only possible with the help of local councillor	1
The deadlines are too strict. I once met a member of the public who showed up to ask a question but did not realise he had missed a deadline, over a week earlier. The deadline is a few moments after masses of agenda papers are to be published and read over. All questions must relate to the agenda which means council can avoid answering questions by not having it included in the agenda.	1
It's a rather un transparent and unclear	1
Number of respondents who completed this question	7

4.5 Experience of submitting a comment to a Council Committee

4.5.1 Whether respondents have previously submitted a comment to a Council Committee

Respondents were asked 'Have you previously submitted a public comment to a Council Committee?'

Table 22 below shows that:

- Less than a fifth (19%) of respondents had submitted a comment to a Council Committee, with over 80% hadn't.

Table 22: Respondents who have submitted a question to a Council Committee

Have you attended a council committee meeting in the last twelve months?	#
Yes	9
No	38
Number of respondents who completed this question	47

4.5.2 Respondents satisfaction from their experience submitting a comment to a Council Committee

Respondents were asked ‘To what extent do you agree or disagree with the following statements on the current arrangements on how to submit a public question?’

Table 23 below shows that:

- Whilst around a quarter (27%) of respondents felt that the current arrangements for submitting public comment are transparent and in an accessible format that met their needs over a third (36%) disagreed.
- With around a quarter (27%) of respondent feeling current arrangements on petitions are easy to follow, almost two-thirds (64%) disagreed
- Less than a fifth (18%) of respondents agreed that the current rules for public comment make it easy to participate at Committee Meetings, over half (55%) disagreed.

Table 23: Respondents satisfaction from their experience submitting a comment

To what extent do you agree or disagree with the following statements on the current arrangements on how to submit a public question?	Agree	Neither agree nor disagree	Disagree		
The current rules for public comment make it easy to participate at Committee Meetings	2	2	6		1
The current arrangements for submitting public comments are easy to follow	3	0	7		1
Current arrangements for submitting public comments are in an accessible format that meets my needs	3	3	4		1
The current arrangements for submitting public comments are transparent	3	2	4		2
Number of respondents who completed this question					15

4.5.3 Why respondents disagree with statements on submitting a comment to a Council Committee

Respondents were asked ‘If you disagree with any of these statements, please say why and what improvements you would like to see’

Table 24 below provide the details that show that Respondents felt:

- The time given to applicant plus supporter is unfair as not matched for objector
- Councillors do (not) treat all parts of the borough equally
- Their comment didn’t get considered
- no idea of how a member of the public could participate

Table 24: Why respondents disagree with the statements on submitting a comment to a Council Committee

If you disagree with any of these statements, please say why and what improvements you would like to see'	#
the actual position on speaking at planning meetings seems to be that Applicant can talk for three minutes, supporter has three minutes and objector has three minutes (thus allowing those in support to have double the time of those objecting). If there isn't a supporter, objectors can use the supporter's time. This position is written differently and in conflicting ways in two different places online	
It is clearly unfair, undemocratic and impartial to allow those in favour of the application (the applicant and supporter) to have double the time of the objectors and overly favours the applicant. It is clearly also very different from how other boroughs run their meetings, see attached re Camden and Hackney by way of example, both are clear that equal time is given to both sides of the debate,	1
Like I said your councillors do (not) treat all parts of the borough equally	1
The comment I submitted went to officers and did not get considered by the councillors and public in the meeting or on the website.	1
I have had no idea of any way that a member of the public could participate	1
Number of respondents who completed this question	4

4.6 Experience of previously speaking at a Council Committee

4.6.1 Whether respondents have previously spoken Committee meetings

Respondents were asked 'Have you previously spoken at any of these types of committee meetings?'

Table 25 below shows that:

- Whilst five respondents had previously spoken at Planning Committee meetings, and three respondents had spoken at Funding Applications at Area Committee meetings, only one had spoken at Assets of Community Value Listings at council meetings.

Table 25: Council Committee meetings respondents have you previously spoken at

Have you previously spoken at any of these types of committee meetings?	Yes
Planning Committee meetings	5
Assets of Community Value Listings at council meetings	1
Funding Applications at Area Committee meetings	3
Number of respondents who completed this question	7

4.6.2 Respondents satisfaction from their experience speaking at Committee meetings

Respondents were asked ‘To what extent do you agree or disagree with the following statements about speaking at these committees?’

Table 26 below shows that:

- Only two respondents agreed that it is easy to get an opportunity to speak at Planning Committee meetings, with 6 disagreeing.
- Only one respondent (10%) agreed that it is easy to get an opportunity to speak at Assets of Community meetings, with 40% disagreeing, and half (50%) not sure
- No respondents (0%) agreed that it is easy to get an opportunity to speak at Funding Applications at Area Committee meetings, with 30% disagreeing and 60% not sure

Table 26: Respondents satisfaction from their experience submitting a comment

To what extent do you agree or disagree with the following statements on the current arrangements on how to submit a public question?	Agree	Neither agree nor disagree	Disagree	Not sure/ Don't know
It is easy to get an opportunity to speak at Planning Committee meetings	2	0	6	2
It is easy to get an opportunity to speak at Assets of Community meetings	1	0	4	5
It is easy to get an opportunity speak at Funding Applications at Area Committee meetings	0	1	3	6
Number of respondents who completed this question				10

4.6.3 Why respondents disagree with statements on submitting a comment to a Council Committee

Respondents were asked ‘If you disagree with any of these statements, please say why and what improvements you would like to see’

Table 27 below provide the details that show that Respondents felt:

- The time given to applicant plus supporter is unfair as not matched for objector
- Councillors do (not) treat all parts of the borough equally
- Their comment didn't get considered
- no idea of how a member of the public could participate

Table 27: Why respondents disagree with the statements on submitting a comment to a Council Committee

If you disagree with any of these statements, please say why and what improvements you would like to see'	#
<p>the actual position on speaking at planning meetings seems to be that Applicant can talk for three minutes, supporter has three minutes and objector has three minutes (thus allowing those in support to have double the time of those objecting). If there isn't a supporter, objectors can use the supporter's time. This position is written differently and in conflicting ways in two different places online</p> <p>It is clearly unfair, undemocratic and impartial to allow those in favour of the application (the applicant and supporter) to have double the time of the objectors and overly favours the applicant. It is clearly also very different from how other boroughs run their meetings, see attached re Camden and Hackney by way of example, both are clear that equal time is given to both sides of the debate,</p>	1
Too much bureaucracy and elitism in the process. You need to educate some of your privately educated Councillors to respect people from all walks of life	1
Restriction of speakers against an application to one if there is anyone speaking in favour is unfair, in that the Council officer and the applicant him/herself have a separate opportunity to put their case	1
No prior knowledge of how anyone could participate	1
Number of respondents who completed this question	4

4.7 Any other comments about accessibility and speaking at these types of committee meetings?
 Respondents were asked ‘Do you have any other comments about accessibility and speaking at these types of committee meetings?’

Table 28 below provide the details that show that Respondents felt:

Table 28: Why respondents disagree with the statements on submitting a comment to a Council Committee

If you disagree with any of these statements, please say why and what improvements you would like to see'	#
You need a major overhaul of your processes. It is not transparent or democratic	1
Very rule bound	1
I attended a lively planning committee meeting considering the Colindale regeneration latest phase and North London Business Park site. Colindale is a working-class community under-represented by Labour. Brunswick Park residents packed the meeting and would not shut up. They booed the speaker in favour of the application, a priest, and heckled him. Their behaviour suggested had the councillors, any of them, not done exactly what they want, there would have been possible civil unrest in the council committee room. As it happened, security were not called and the chair took no action to call out this entitled and rude behaviour. This shows that the polite Colindale resident was not able to make his voice heard effectively, while those with the loudest voices, due to their privilege, do get heard in Barnet. Colindale residents work. They have children and caring responsibilities. So the bone idle residents of middle class areas get their way while Colindale gets xxxx on.	1
Number of respondents who completed this question	3

Equalities Impact Assessment (EqIA)

EqIAs make services better for everyone and support value for money by getting services right first time.

EqIAs enable us to consider all the information about a service, policy or strategy from an equalities perspective and then create an action plan to get the best outcomes for service users and staff¹. They analyse how all our work as a council might impact differently on different groups protected from discrimination by the Equality Act 2010². They help us make good decisions and evidence how we have reached them.³

An EqIA needs to be started as a project starts to identify and consider possible differential impacts on people and their lives, inform project planning and, where appropriate, identify mitigating actions. A full EqIA must be completed before any decisions are made or policy agreed so that the EqIA informs that decision or policy. It is also a live document; you should review and update it along with your project plan throughout.

You should first consider whether you need to complete this full EqIA⁴.

Other key points to note:

- Full guidance notes to help you are embedded in this form – see the End Notes or hover the mouse over the numbered notes.
- Please share your EqIA with your Equalities Champion and the final/updated version at the end of the project.
- Major EqIAs should be reviewed by the relevant Head of Service.
- Examples of completed EqIAs can be found on the Equalities Hub

1. Responsibility for the EqIA

Title of proposal ⁵	Constitution Review
Name and job title of completing officer	Rosie Evangelou
Head of service area responsible	Andrew Charlwood
Equalities Champion supporting the EqIA	Rosie Evangelou
Performance Management rep	N/A
HR rep (for employment related issues)	N/A
Representative (s) from external stakeholders	N/A

2. Description of proposal

Is this a: (Please tick all that apply)	
New policy /strategy / function / procedure / service <input checked="" type="checkbox"/>	Review of Policy /strategy / function / procedure / service <input type="checkbox"/>
Budget Saving <input type="checkbox"/>	Other <input type="checkbox"/>
If budget saving, please specify value below:	If other, please specify below
<p>The Council's Constitution is the framework for the Council's operations and decision-making and ensures the Council operates in a way which is efficient, transparent, ethical, and accountable to local people. It is a reference point for Members, officers, and the public.</p> <p>The Secretary of State has given directions pursuant to S.9P of the Local Government Act 2000 by the Local Government Act 2000 (Constitutions) (England) Direction 2000. The information that is required in the Constitution includes the membership, terms of reference and functions of the authority's committees or sub-committees and any rules governing the conduct and proceedings of meetings of those committees or sub-committees.</p> <p>In July 2022, the Council passed a resolution which requested that officers review the Council's governance arrangements to move to an Executive system. To give effect to the change the Council's Constitution requires re-writing. It needs to be made up-to-date and legally compliant, reflective of the Council's values and ambitions and consistent with the need for clear, efficient, and timely decision-making.</p>	

In July 2022, the Council passed a resolution which requested that officers review the Council's governance arrangements to move to an Executive system. To give effect to the change the Council's Constitution requires re-writing. It needs to be made up-to-date and legally compliant, reflective of the Council's values and ambitions and consistent with the need for clear, efficient, and timely decision-making.

The Constitution sets out a duty for the Monitoring Officer to review the Constitution and make recommendations and changes which need to be approved by full Council.

As part the review process and recommendations of moving to an Executive System, a public consultation was conducted on the specific proposed recommendations to improve public participation in the decision-making process.

1. Consultation approach

The proposed options put forward during the consultation process were informed by a peer review of a number of other local authorities which sought to identify best practice in terms of public engagement in formal democratic processes. The information was utilised to help develop options to broaden the current opportunities for public participation at formal decision-making bodies and ways to improve or expand the current offer.

In addition, research and good practice guidelines were used to develop the proposed new arrangements for public participation at full council and committees which are underpinned by the principles:

- Simplification of language
- Participation rules which are easy to understand
- Transparency
- Removing any unnecessary barriers
- Resident involvement in decision making (e.g., Overview and Scrutiny investigation)

2. Recommendations as a result of the consultation findings

In response to the consultation findings, and the support shown for the public participation proposals put forward during the consultation process, the following arrangements are recommended for adoption by Council:

a. Citizens' Rights

To promote and encourage further public engagement, it is proposed to substitute the use of the word 'resident' with 'citizen' and refer to citizens' rights in the context of public participation. The term citizens include residents living in Barnet as well as those people who study, work or have businesses in Barnet.

Furthermore, as part of the Governance Review project arrangements will be put in place to set up a dedicated council democracy webpage to help stakeholders to understand how they can participate in council decision making by setting out the options including for deputations, petitions, public

questions and overview and scrutiny involvement.

b. Public Questions

To promote further engagement in council decision making, the arrangements for Public Questions will be expanded to other bodies such as Council and Cabinet as set out in the attached Constitution sections.

In relation to the full Council, there will be new arrangements which enable citizens to ask questions of Members of the Executive, Cabinet Member and Committee Chairs at the Council meeting. Questioners will be able to ask a supplementary question.

For any questions not dealt with due to time constraints, a written response will be provided to the questioner and published with the agenda papers for the meeting.

Public questions will be allowed at the new Cabinet, plus all committees, sub-committee and boards (as is currently the case).

A new arrangement for deputations (signed by between 5 and 24 people) will be embedded in the council's governance arrangement

c. Deputations

- A new arrangement for deputations (signed by between 5 and 24 people) will be embedded in the council's governance arrangements as follows:
Full Council – deputations will be allowed on matters that fall within the council's responsibilities or where the council could be reasonably expected to lobby on behalf of citizen.
- Cabinet and Committees – deputations will be allowed in relation to items on the agenda.

d. Petitions

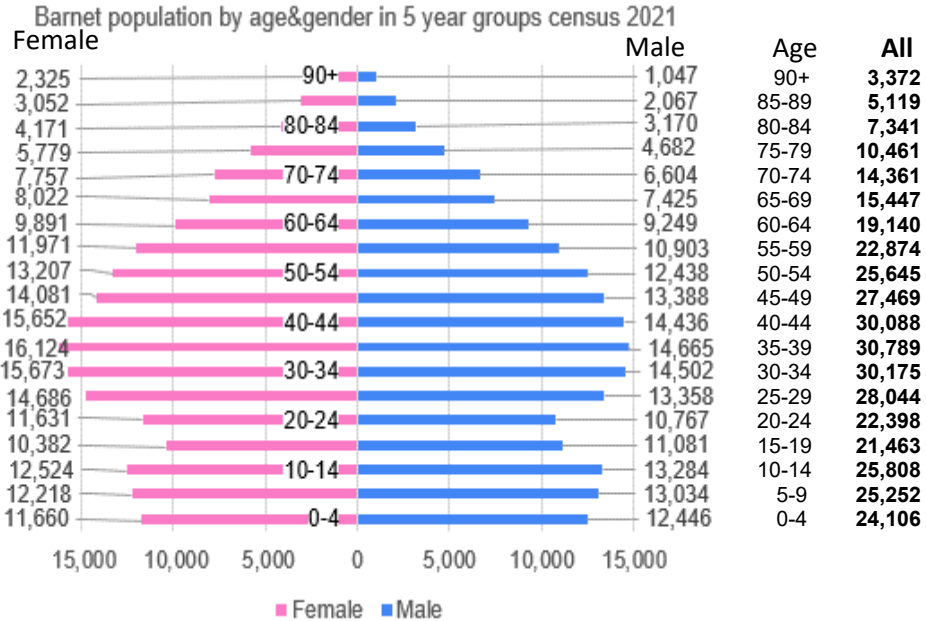
By virtue of the benchmarking peer review and outcome of the public consultation it is recommended that the requirements for petition signatures be lowered to ensure that citizens receive responses when the petition reaches the relevant lower threshold.

This EqIA has been undertaken to understand the impact of these recommended proposals by different protected characteristic.

3. Supporting evidence

What existing data informs your assessment of the impact of the proposal on protected groups of service users and/or staff?

Identify the main sources of evidence, both quantitative and qualitative, that supports your analysis

Protected group	<p>What does the data tell you⁶? <i>Provide a summary of any relevant demographic data about the borough's population from the <u>Joint Strategic Needs Assessment</u>, or data about the council's workforce</i></p>	<p>What do people tell you⁷? <i>Provide a summary of relevant consultation and engagement including surveys and other research with stakeholders, newspaper articles correspondence etc.</i></p>																																																																																
Age ⁸	<p>Data source: ONS mid-year estimates of the population or Census Maps 2021 ONS</p> <p>30-44 year groups are the largest cohorts for both female and male residents. For children, whilst the 15-29 cohort is the smallest, the youngest three cohorts are successively smaller, with there being over 1,000 less 0-4 years than 5-9 years.</p> <p>Barnet has twice as many female residents that are 90+ than male residents.</p>  <table border="1" data-bbox="443 710 1366 1332"> <caption>Barnet population by age&gender in 5 year groups census 2021</caption> <thead> <tr> <th>Female</th> <th>Male</th> <th>Age</th> <th>All</th> </tr> </thead> <tbody> <tr><td>2,325</td><td>1,047</td><td>90+</td><td>3,372</td></tr> <tr><td>3,052</td><td>2,067</td><td>85-89</td><td>5,119</td></tr> <tr><td>4,171</td><td>3,170</td><td>80-84</td><td>7,341</td></tr> <tr><td>5,779</td><td>4,682</td><td>75-79</td><td>10,461</td></tr> <tr><td>7,757</td><td>6,604</td><td>70-74</td><td>14,361</td></tr> <tr><td>8,022</td><td>7,425</td><td>65-69</td><td>15,447</td></tr> <tr><td>9,891</td><td>9,249</td><td>60-64</td><td>19,140</td></tr> <tr><td>11,971</td><td>10,903</td><td>55-59</td><td>22,874</td></tr> <tr><td>13,207</td><td>12,438</td><td>50-54</td><td>25,645</td></tr> <tr><td>14,081</td><td>13,388</td><td>45-49</td><td>27,469</td></tr> <tr><td>15,652</td><td>14,436</td><td>40-44</td><td>30,088</td></tr> <tr><td>16,124</td><td>14,665</td><td>35-39</td><td>30,789</td></tr> <tr><td>15,673</td><td>14,502</td><td>30-34</td><td>30,175</td></tr> <tr><td>14,686</td><td>13,358</td><td>25-29</td><td>28,044</td></tr> <tr><td>11,631</td><td>10,767</td><td>20-24</td><td>22,398</td></tr> <tr><td>10,382</td><td>11,081</td><td>15-19</td><td>21,463</td></tr> <tr><td>12,524</td><td>13,284</td><td>10-14</td><td>25,808</td></tr> <tr><td>12,218</td><td>13,034</td><td>5-9</td><td>25,252</td></tr> <tr><td>11,660</td><td>12,446</td><td>0-4</td><td>24,106</td></tr> </tbody> </table>	Female	Male	Age	All	2,325	1,047	90+	3,372	3,052	2,067	85-89	5,119	4,171	3,170	80-84	7,341	5,779	4,682	75-79	10,461	7,757	6,604	70-74	14,361	8,022	7,425	65-69	15,447	9,891	9,249	60-64	19,140	11,971	10,903	55-59	22,874	13,207	12,438	50-54	25,645	14,081	13,388	45-49	27,469	15,652	14,436	40-44	30,088	16,124	14,665	35-39	30,789	15,673	14,502	30-34	30,175	14,686	13,358	25-29	28,044	11,631	10,767	20-24	22,398	10,382	11,081	15-19	21,463	12,524	13,284	10-14	25,808	12,218	13,034	5-9	25,252	11,660	12,446	0-4	24,106	<p>Constitution consultation on how residents want to be involved in the council decision making process:</p> <p>Due to the low response completion of the equalities monitoring questions included as part of the consultation, it has not been possible to draw out any statistically significant findings in terms of this protected characteristic.</p>
Female	Male	Age	All																																																																															
2,325	1,047	90+	3,372																																																																															
3,052	2,067	85-89	5,119																																																																															
4,171	3,170	80-84	7,341																																																																															
5,779	4,682	75-79	10,461																																																																															
7,757	6,604	70-74	14,361																																																																															
8,022	7,425	65-69	15,447																																																																															
9,891	9,249	60-64	19,140																																																																															
11,971	10,903	55-59	22,874																																																																															
13,207	12,438	50-54	25,645																																																																															
14,081	13,388	45-49	27,469																																																																															
15,652	14,436	40-44	30,088																																																																															
16,124	14,665	35-39	30,789																																																																															
15,673	14,502	30-34	30,175																																																																															
14,686	13,358	25-29	28,044																																																																															
11,631	10,767	20-24	22,398																																																																															
10,382	11,081	15-19	21,463																																																																															
12,524	13,284	10-14	25,808																																																																															
12,218	13,034	5-9	25,252																																																																															
11,660	12,446	0-4	24,106																																																																															

3. Supporting evidence

What existing data informs your assessment of the impact of the proposal on protected groups of service users and/or staff?

Identify the main sources of evidence, both quantitative and qualitative, that supports your analysis

Protected group	What does the data tell you ⁶ ? <i>Provide a summary of any relevant demographic data about the borough's population from the Joint Strategic Needs Assessment, or data about the council's workforce</i>	What do people tell you ⁷ ? <i>Provide a summary of relevant consultation and engagement including surveys and other research with stakeholders, newspaper articles correspondence etc.</i>
Disability ⁹	<p>Census Maps Census 2021 – Health - Disability, ONS (age-standardised) 14.2% of people in Barnet are disabled under the equality act: --- of which 6.4% day-to-day activities limited a lot (2nd lowest quintile) --- of which 7.8% day-to-day activities limited a little (lowest quintile) 85.8% of people in Barnet are not disabled under the equality act (highest quintile)</p>	<p>Constitution consultation on how residents want to be involved in the council decision making process:</p> <p>Due to the low completion of the equalities monitoring questions included as part of the consultation, it has not been possible to draw out any statistically significant findings in terms of this protected characteristic.</p>
Gender reassignment ¹⁰	<p>Gender identity - Census Maps, ONS 0.82% of people aged 16 years and over in Barnet have a gender identity different from their sex registered at birth. Highest in North Finchley (2.16%), Brent Cross & Staples Corner (1.76%) & Mill Hill Broadway (1.41) all in 2nd highest quintile. Lowest in Totteridge and Barnet Gate (0.25%), West Finchley (0.31%), Hampstead Garden Suburb (0.35), Oakleigh Park (0.38) Oak Hill (0.38%), Mill Hill East (0.39%) – all in the bottom quintile</p>	<p>Constitution consultation on how residents want to be involved in the council decision making process:</p> <p>Due to the low completion of the equalities monitoring questions included as part of the consultation, it has not been possible to draw out any statistically significant findings in terms of this protected characteristic.</p>

<p>Marriage and Civil Partnership¹¹</p>	<p>Legal partnership status - Census Maps, ONS 47.2% of people aged 16 years and over in Barnet are married or in a registered civil partnership, 52.8% have another status</p>	<p>Constitution consultation on how residents want to be involved in the council decision making process: Due to the low completion of the equalities monitoring questions included as part of the consultation, it has not been possible to draw out any statistically significant findings in terms of this protected characteristic.</p>
<p>Pregnancy and Maternity¹²</p>	<p>Conception and fertility rates - Office for National Statistics (ons.gov.uk)</p>	<p>Constitution consultation on how residents want to be involved in the council decision making process: Due to the low completion of the equalities monitoring questions included as part of the consultation, it has not been possible to draw out any statistically significant findings in terms of this protected characteristic.</p>
<p>Race/ Ethnicity¹³</p>	<p>Ethnic group - Census Maps, ONS</p>	<p>Constitution consultation on how residents want to be involved in the council decision making process: Due to the low, completion of the equalities monitoring questions included as part of the consultation, it has not been possible to draw out any statistically significant findings in terms of this protected characteristic.</p>

	<table border="1"> <thead> <tr> <th>Race/ Ethnicity</th> <th>All-Barnet</th> <th>Highest MOSAs</th> <th>Lowest MOSAs</th> </tr> </thead> <tbody> <tr> <td>Asian, Asian British</td> <td>19.3% (middle quintile)</td> <td>Colindale W&S (36.7%) Colindale East (30.0%) West Hendon (29.6%)</td> <td>Hampstead GS (11.2%) Hadley Wood (11.2%) High B& Hadley (11.6%)</td> </tr> <tr> <td>Black, Black British, Caribbean or African</td> <td>7.9% (middle quintile)</td> <td>Grahame Park (23.6%) Burnt Oak& WP (16.2%) Mill Hill Broadway (14.7%)</td> <td>Hampstead GS (2.5%) Golders G North (2.9%) Golders G South (3.5%)</td> </tr> <tr> <td>Mixed or Multiple ethnic groups</td> <td>5.4% (2nd highest quintile)</td> <td>Colney Hatch (7.6%) NBT& E Barnet (7.5%) Brent Cross SC (7.2%)</td> <td>Golders G North (2.5%) Hendon Park (3.0%) Edgware Park (3.6%)</td> </tr> <tr> <td>White</td> <td>57.7% (2nd lowest quintile)</td> <td>High B& Hadley (73.6%) Hadley Wood (70.3%) Oak Hill (69.7%)</td> <td>Colindale W&S (36.1%) Grahame Park (36.3%) Colindale East (39.8%)</td> </tr> <tr> <td>Another ethnic group</td> <td>9.8% (highest quintile)</td> <td>N. Cricklewood (18.2%) Brent Cross&SC (15.7%) N. Hendon&SH (13.8%)</td> <td>High B& Hadley (4.6%) Hadley Wood (5.2%) Ducks Is.&Un (6.1%)</td> </tr> </tbody> </table>	Race/ Ethnicity	All-Barnet	Highest MOSAs	Lowest MOSAs	Asian, Asian British	19.3% (middle quintile)	Colindale W&S (36.7%) Colindale East (30.0%) West Hendon (29.6%)	Hampstead GS (11.2%) Hadley Wood (11.2%) High B& Hadley (11.6%)	Black, Black British, Caribbean or African	7.9% (middle quintile)	Grahame Park (23.6%) Burnt Oak& WP (16.2%) Mill Hill Broadway (14.7%)	Hampstead GS (2.5%) Golders G North (2.9%) Golders G South (3.5%)	Mixed or Multiple ethnic groups	5.4% (2 nd highest quintile)	Colney Hatch (7.6%) NBT& E Barnet (7.5%) Brent Cross SC (7.2%)	Golders G North (2.5%) Hendon Park (3.0%) Edgware Park (3.6%)	White	57.7% (2 nd lowest quintile)	High B& Hadley (73.6%) Hadley Wood (70.3%) Oak Hill (69.7%)	Colindale W&S (36.1%) Grahame Park (36.3%) Colindale East (39.8%)	Another ethnic group	9.8% (highest quintile)	N. Cricklewood (18.2%) Brent Cross&SC (15.7%) N. Hendon&SH (13.8%)	High B& Hadley (4.6%) Hadley Wood (5.2%) Ducks Is.&Un (6.1%)	
	Race/ Ethnicity	All-Barnet	Highest MOSAs	Lowest MOSAs																						
	Asian, Asian British	19.3% (middle quintile)	Colindale W&S (36.7%) Colindale East (30.0%) West Hendon (29.6%)	Hampstead GS (11.2%) Hadley Wood (11.2%) High B& Hadley (11.6%)																						
	Black, Black British, Caribbean or African	7.9% (middle quintile)	Grahame Park (23.6%) Burnt Oak& WP (16.2%) Mill Hill Broadway (14.7%)	Hampstead GS (2.5%) Golders G North (2.9%) Golders G South (3.5%)																						
	Mixed or Multiple ethnic groups	5.4% (2 nd highest quintile)	Colney Hatch (7.6%) NBT& E Barnet (7.5%) Brent Cross SC (7.2%)	Golders G North (2.5%) Hendon Park (3.0%) Edgware Park (3.6%)																						
	White	57.7% (2 nd lowest quintile)	High B& Hadley (73.6%) Hadley Wood (70.3%) Oak Hill (69.7%)	Colindale W&S (36.1%) Grahame Park (36.3%) Colindale East (39.8%)																						
Another ethnic group	9.8% (highest quintile)	N. Cricklewood (18.2%) Brent Cross&SC (15.7%) N. Hendon&SH (13.8%)	High B& Hadley (4.6%) Hadley Wood (5.2%) Ducks Is.&Un (6.1%)																							
Religion or belief ¹⁴	Religion - Census Maps, ONS																									
	<table border="1"> <thead> <tr> <th>Faith</th> <th>All-Barnet</th> <th>Highest MOSAs</th> <th>Lowest MOSAs</th> </tr> </thead> <tbody> <tr> <td>No religion</td> <td>20.2% (lowest quintile)</td> <td>East Finchley (36.2%) High B& Hadley (32.6%) Hadley Wood (32.5%)</td> <td>Golders G North (8.9%) Edgware Park (9.1%) Edgware Crl. (10.8%)</td> </tr> <tr> <td>Christian</td> <td>36.6% (lowest quintile)</td> <td>Oak Hill (48.9%) Ducks Is.&Un (48.1%) New BT & EB (47.9%)</td> <td>Golders G North (14.7%) Hampstead GS (19.6%) Edgware Park (21.9%)</td> </tr> <tr> <td>Buddhist</td> <td>1.1% (middle quintile)</td> <td>Burnt Oak& WP (2.6%) West Finchley (2.2%) Golders G South (1.8%)</td> <td>Oak Hill (0.4%) Hendon Park (0.5%) Edgware Park (0.5%)</td> </tr> </tbody> </table>	Faith	All-Barnet	Highest MOSAs	Lowest MOSAs	No religion	20.2% (lowest quintile)	East Finchley (36.2%) High B& Hadley (32.6%) Hadley Wood (32.5%)	Golders G North (8.9%) Edgware Park (9.1%) Edgware Crl. (10.8%)	Christian	36.6% (lowest quintile)	Oak Hill (48.9%) Ducks Is.&Un (48.1%) New BT & EB (47.9%)	Golders G North (14.7%) Hampstead GS (19.6%) Edgware Park (21.9%)	Buddhist	1.1% (middle quintile)	Burnt Oak& WP (2.6%) West Finchley (2.2%) Golders G South (1.8%)	Oak Hill (0.4%) Hendon Park (0.5%) Edgware Park (0.5%)	<p>Constitution consultation on how residents want to be involved in the council decision making process:</p> <p>Due to the low completion of the equalities monitoring questions included as part of the consultation, it has not been possible to draw out any statistically significant findings in terms of this protected characteristic.</p>								
	Faith	All-Barnet	Highest MOSAs	Lowest MOSAs																						
	No religion	20.2% (lowest quintile)	East Finchley (36.2%) High B& Hadley (32.6%) Hadley Wood (32.5%)	Golders G North (8.9%) Edgware Park (9.1%) Edgware Crl. (10.8%)																						
Christian	36.6% (lowest quintile)	Oak Hill (48.9%) Ducks Is.&Un (48.1%) New BT & EB (47.9%)	Golders G North (14.7%) Hampstead GS (19.6%) Edgware Park (21.9%)																							
Buddhist	1.1% (middle quintile)	Burnt Oak& WP (2.6%) West Finchley (2.2%) Golders G South (1.8%)	Oak Hill (0.4%) Hendon Park (0.5%) Edgware Park (0.5%)																							

	Hindu	5.7% (2 nd lowest quintile)	Colindale W&S (10.5%) Edgware Park (10.3%) West Hendon (10.4%)	Golders G North (2.9%) Hampstead GS (2.9%) Childs Hill (3.1%)													
	Jewish	14.5% (2 nd after Hertsmere)	Golders G North (53.1%) 2 nd after Broughton Park Hampstead GS (42.9%) Hendon Park (43.9%)	Burnt Oak & WP (0.9%) Colindale W&S (1.0%) Grahame Park (1.4%)													
	Muslim	12.2% (2 nd lowest quintile)	Brent Cross & SC (27.1%) Grahame Park (26.8%) Colindale W&S (25.0%)	Handley Wood (5.5%) High B & Hadley (5.6%) Golders G North (5.9%)													
	Sikh	0.4% (lowest quintile)	West Finchley (2.0%) Friern Barnet (1.0%) Totteridge & BG (0.9%)	Edgware Crl. (0.1%) Brent Cross & SC (0.1%) Temple Fortune (0.1%) Ducks Is. & Un (0.1%)													
	Other religion	1.3% (middle quintile)	West Finchley (3.2%) Edgware Park (2.9%) North Finchley (2.6%) Woodside Park (2.6%)	Grahame Park (0.6%) Hendon Park (0.6%) Golders G North (0.6%)													
Sex ¹⁵	<table border="1"> <thead> <tr> <th>Sex</th> <th>All-Barnet</th> <th>Highest MOSAs</th> <th>Lowest MOSAs</th> </tr> </thead> <tbody> <tr> <td>Female</td> <td>51.6% (2nd highest quintile)</td> <td>Temple Fortune (53.2%) Hampstead GS (53.1%) Oakleigh Park (52.5%)</td> <td>Golders G North (49.7%) Colindale W&S (50.1%) Hendon Park (50.5%) N. Hendon & SH (50.5%)</td> </tr> <tr> <td>Male</td> <td>48.4% (2nd lowest quintile)</td> <td>Golders G North (50.3%) Colindale W&S (49.9%) Hendon Park (49.5%) N. Hendon & SH (49.5%)</td> <td>Temple Fortune (46.8%) Hampstead GS (46.9%) Oakleigh Park (47.5%)</td> </tr> </tbody> </table>				Sex	All-Barnet	Highest MOSAs	Lowest MOSAs	Female	51.6% (2 nd highest quintile)	Temple Fortune (53.2%) Hampstead GS (53.1%) Oakleigh Park (52.5%)	Golders G North (49.7%) Colindale W&S (50.1%) Hendon Park (50.5%) N. Hendon & SH (50.5%)	Male	48.4% (2 nd lowest quintile)	Golders G North (50.3%) Colindale W&S (49.9%) Hendon Park (49.5%) N. Hendon & SH (49.5%)	Temple Fortune (46.8%) Hampstead GS (46.9%) Oakleigh Park (47.5%)	<p>Constitution consultation on how residents want to be involved in the council decision making process:</p> <p>Due to the completion of the equalities monitoring questions included as part of the consultation, it has not been possible to draw out any statistically significant findings in terms of this protected characteristic.</p>
	Sex	All-Barnet	Highest MOSAs	Lowest MOSAs													
	Female	51.6% (2 nd highest quintile)	Temple Fortune (53.2%) Hampstead GS (53.1%) Oakleigh Park (52.5%)	Golders G North (49.7%) Colindale W&S (50.1%) Hendon Park (50.5%) N. Hendon & SH (50.5%)													
Male	48.4% (2 nd lowest quintile)	Golders G North (50.3%) Colindale W&S (49.9%) Hendon Park (49.5%) N. Hendon & SH (49.5%)	Temple Fortune (46.8%) Hampstead GS (46.9%) Oakleigh Park (47.5%)														

Sexual Orientation¹⁶

Sexual orientation	All-Barnet	Highest MOSAs	Lowest MOSAs
Straight or Heterosexual	87.27% (middle quintile)	Totteridge&BG (90.81%) Mill Hill Oak (89.98%) EdgwarePark (89.90%)	Golders G North (80.90%) Golders G South (83.82%) Temple Fortune (83.88%)
Lesbian, Gay, Bisexual, or Other (LGB+)	2.79% (2 nd lowest quintile)	East Finchley (5.18%) Golders G South (4.75%) Colindale W&S (4.59%) Childs Hill (4.59%)	EdgwarePark (1.42%) Totteridge&BG (1.43%) Osidge (1.81%)
Not answered	9.94% (middle quintile)	Golders G North (16.90%) Temple Fortune (13.17%) Hendon Park (12.74%)	New Barnet West (7.63%) Totteridge&BG (7.76%) Oakleigh Park (8.00%)

Constitution consultation on how residents want to be involved in the council decision making process:

Due to the completion of the equalities monitoring questions included as part of the consultation, it has not been possible to draw out any statistically significant findings in terms of this protected characteristic.

Other relevant groups¹⁷

e.g. [Proficiency in English language - Census Maps, ONS](#)

Proficiency in English Language	All-Barnet	Highest MOSAs	Lowest MOSAs
Main language is English	77.1% (2 nd lowest quintile)		
Main language is English – can speak English well or very well	18.8% (highest quintile)		
Main language is English – cannot speak English or cannot speak English well	4.1% (2 nd highest quintile)	Colindale East (7.8%) West Hendon (7.0%) Brent Cross&SC (6.9%)	

Constitution consultation on how residents want to be involved in the council decision making process:

Due to the low completion of the equalities monitoring questions included as part of the consultation, it has not been possible to draw out any statistically significant findings in terms of this protected characteristic.

4. Assessing impact

What does the evidence tell you about the impact your proposal may have on groups with protected characteristics ¹⁸?

Protected characteristic	For each protected characteristic, explain in detail what the evidence is suggesting and the impact of your proposal (if any). Is there an impact on service deliver? Is there an impact on customer satisfaction? Click the appropriate box on the right to indicate the outcome of your analysis.	Positive impact	Negative impact		No impact
			Minor	Major	
Age	<p>The recommendations for public participation arrangements in the Executive model of governance should have positive impact on all age groups. There may be a particularly positive impact on some age groups who may be more likely to be users of council services.</p> <p>These recommendations have been based on good practice guidelines have been used to develop the new arrangements for public participation at full council and committees which are underpinned by the following principles:</p> <ul style="list-style-type: none"> • Simplification of language • Participation rules which are easy to understand • Transparency • Removing any unnecessary barriers • Resident involvement in decision making (e.g., Overview and Scrutiny investigation) 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability	<p>The recommendations for public participation arrangements in the Executive model of governance should have positive impact on disabled residents who may also be more likely to use council services.</p> <p>These recommendations have been based on good practice guidelines have been used to develop the new arrangements for public participation at full council and committees which are underpinned by the following principles:</p> <ul style="list-style-type: none"> • Simplification of language • Participation rules which are easy to understand • Transparency • Removing any unnecessary barriers • Resident involvement in decision making (e.g., Overview and Scrutiny investigation) 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Gender reassignment</p>	<p>The recommendations for public participation arrangements in the Executive model of governance should have positive impact on gender reassignment residents.</p> <p>These recommendations have been based on good practice guidelines have been used to develop the new arrangements for public participation at full council and committees which are underpinned by the following principles:</p> <ul style="list-style-type: none"> • Simplification of language • Participation rules which are easy to understand • Transparency • Removing any unnecessary barriers • Resident involvement in decision making (e.g., Overview and Scrutiny investigation) 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Marriage and Civil Partnership</p>	<p>The recommendations for public participation arrangements in the Executive model of governance should have positive impact on resident who are married ed or in a civil partnership</p> <p>These recommendations have been based on good practice guidelines have been used to develop the new arrangements for public participation at full council and committees which are underpinned by the following principles:</p> <ul style="list-style-type: none"> • Simplification of language • Participation rules which are easy to understand • Transparency • Removing any unnecessary barriers • Resident involvement in decision making (e.g., Overview and Scrutiny investigation) 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Pregnancy and Maternity</p>	<p>The recommendations for public participation arrangements in the Executive model of governance should have positive impact on resident who are Pregnant and /or on maternity leave.</p> <p>These recommendations have been based on good practice guidelines have been used to develop the new arrangements for public participation at full council and committees which are underpinned by the following principles:</p> <ul style="list-style-type: none"> • Simplification of language • Participation rules which are easy to understand • Transparency • removing any unnecessary barriers • Resident involvement in decision making (e.g., Overview and Scrutiny investigation) 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Race/ Ethnicity</p>	<p>The recommendations for public participation arrangements in the Executive model of governance should have positive impact on resident who of different race or ethnicity. Some racial or ethnic groups may be more likely to use particular Council services.</p> <p>These recommendations have been based on good practice guidelines have been used to develop the new arrangements for public participation at full council and committees which are underpinned by the following principles:</p> <ul style="list-style-type: none"> • Simplification of language • Participation rules which are easy to understand • Transparency • Removing any unnecessary barriers • Resident involvement in decision making (e.g., Overview and Scrutiny investigation) 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Religion or belief</p>	<p>The recommendations for public participation arrangements in the Executive model of governance should have positive impact on residents of all religions or beliefs.</p> <p>These recommendations have been based on good practice guidelines have been used to develop the new arrangements for public participation at full council and committees which are underpinned by the following principles:</p> <ul style="list-style-type: none"> • Simplification of language • Participation rules which are easy to understand • Transparency • Removing any unnecessary barriers • Resident involvement in decision making (e.g., Overview and Scrutiny investigation) 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Sex</p>	<p>The recommendations for public participation arrangements in the Executive model of governance should have positive impact on residents of both sexes.</p> <p>These recommendations have been based on good practice guidelines have been used to develop the new arrangements for public participation at full council and committees which are underpinned by the following principles:</p> <ul style="list-style-type: none"> • Simplification of language • Participation rules which are easy to understand • Transparency • Removing any unnecessary barriers • Resident involvement in decision making (e.g., Overview and Scrutiny investigation) 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Sexual Orientation	<p>The recommendations for public participation arrangements in the Executive model of governance should have positive impact on residents of different sexual orientation.</p> <p>These recommendations have been based on good practice guidelines have been used to develop the new arrangements for public participation at full council and committees which are underpinned by the following principles:</p> <ul style="list-style-type: none"> • Simplification of language • Participation rules which are easy to understand • Transparency • Removing any unnecessary barriers • Resident involvement in decision making (e.g., Overview and Scrutiny investigation) 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Other key groups Are there any other vulnerable groups that might be affected by the proposal? <i>These could include carers, people in receipt of care, lone parents, people with low incomes or unemployed</i>		Positive impact	Negative impact		No impact
			Minor	Major	
Key groups	Residents whose first language is not English	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Cumulative impact¹⁹

Considering what else is happening within the council and Barnet could your proposal contribute to a cumulative impact on groups with protected characteristics?

Yes No

If you clicked the Yes box, which groups with protected characteristics could be affected and what is the potential impact? Include details in the space below

7. Actions to mitigate or remove negative impact

Only complete this section if your proposals may have a negative impact on groups with protected characteristics. These need to be included in the relevant service plan for mainstreaming and performance management purposes.

Group affected	Potential negative impact	Mitigation measures ²⁰ <i>If you are unable to identify measures to mitigate impact, please state so and provide a brief explanation.</i>	Monitoring ²¹ <i>How will you assess whether these measures are successfully mitigating the impact?</i>	Deadline date	Lead Officer

8. Outcome of the Equalities Impact Assessment (EqIA)²²

Please select one of the following four outcomes

Proceed with no changes

The EqIA has not identified any potential for a disproportionate impact and all opportunities to advance equality of opportunity are being addressed

Proceed with adjustments

Adjustments are required to remove/mitigate negative impacts identified by the assessment

Negative impact but proceed anyway

This EqIA has identified negative impacts that are not possible to mitigate. However, it is still reasonable to continue with the activity. Outline the reasons for this and the information used to reach this decision in the space below

Do not proceed

This EqIA has identified negative impacts that cannot be mitigated, and it is not possible to continue. Outline the reasons for this and the information used to reach this decision in the space below

Reasons for decision

The changes should have a positive impact for all Barnet citizens but particularly on some groups who are higher users of Council services. Increased engagement from citizens should assist the Council in ensuring that it is effective in discharging the public sector equality duty. There is no negative impact on any group.

Sign-off

9. Sign off and approval by Head of Service / Strategic lead²³

Name Andrew Charlwood

Job title Head of Governance, Governance Service, Assurance Group

Tick this box to indicate that you have approved this EqIA

Date of approval: 14/02/23

Tick this box to indicate if EqIA has been published

Date EqIA was published: 20/02/23

Embed link to published EqIA: [Agenda for Council on Tuesday 28th February, 2023, 7.00 pm \(moderngov.co.uk\)](#)

Date of next review: TBC

Footnotes: guidance for completing the EqIA template

¹ The following principles explain what we must do to fulfil our duties under the Equality Act when considering any new policy or change to services. They must all be met or the EqIA (and any decision based on it) may be open to challenge:

- **Knowledge:** everyone working for the council must be aware of our equality duties and apply them appropriately
- **Timeliness:** the duty applies at the time of considering proposals and before a final decision is taken
- **Real Consideration:** the duty must be an integral and rigorous part of your decision-making and must influence the process.
- **Sufficient Information:** you must assess what information you have and what is needed to give proper consideration.
- **No delegation:** the council is responsible for ensuring that anyone who provides services on our behalf complies with the equality duty.
- **Review:** the equality duty is a continuing duty – it continues after proposals are implemented/reviewed.
- **Proper Record Keeping:** we must keep records of the process and the impacts identified.

² Our duties under the Equality Act 2010

The council has a legal duty under this Act to show that we have identified and considered the impact and potential impact of our activities on all people with ‘protected characteristics’ (see end notes 9-19 for details of the nine protected characteristics). This applies to policies, services (including commissioned services), and our employees.

We use this template to do this and evidence our consideration. You must give ‘due regard’ (pay conscious attention) to the need to:

- **Avoid, reduce or minimise negative impact:** if you identify unlawful discrimination, including victimisation and harassment, you must stop the action and take advice immediately.
- **Promote equality of opportunity:** by
 - Removing or minimising disadvantages suffered by people with a protected characteristic
 - Taking steps to meet the needs of these groups
 - Encouraging people with protected characteristics to participate in public life or any other activity where participation is disproportionately low
 - Consider if there is a need to treat disabled people differently, including more favourable treatment where necessary
- **Foster good relations between people who share a protected characteristic and those who don’t:** e.g. by promoting understanding.

³ EqIAs should always be proportionate to:

- The size of the service or scope of the policy/strategy
- The resources involved
- The size of the likely impact – e.g. the numbers of people affected and their vulnerability

The greater the potential adverse impact of the proposal on a protected group (e.g. disabled people) and the more vulnerable the group is, the more thorough and demanding the process required by the Act will be. Unless they contain sensitive data – EqIAs are public documents. They are published with Cabinet papers, Panel papers and public consultations. They are available on request.

⁴ When to complete an EqIA:

- When developing a new policy, strategy, or service
- When reviewing an existing service, policy or strategy

-
- When making changes that will affect front-line services
 - When amending budgets which may affect front-line services
 - When changing the way services are funded and this may impact the quality of the service and who can access it
 - When making a decision that could have a different impact on different groups of people
 - When making staff redundant or changing their roles

Wherever possible, build the EqIA into your usual planning and review processes.

Also consider:

- Is the policy, decision or service likely to be relevant to any people because of their protected characteristics?
- How many people is it likely to affect?
- How significant are its impacts?
- Does it relate to an area where there are known inequalities?
- How vulnerable are the people who will be affected?

If there are potential impacts on people but you decide not to complete an EqIA you should document your reasons why.

⁵ **Title of EqIA:** This should clearly explain what service / policy / strategy / change you are assessing.

⁶ **Data & Information:** Your EqIA needs to be informed by data. You should consider the following:

- What data is relevant to the impact on protected groups is available? (is there an existing EqIA?, local service data, national data, community data, similar proposal in another local authority).
- What further evidence is needed and how can you get it? (e.g. further research or engagement with the affected groups).
- What do you know from service/local data about needs, access and outcomes? Focus on each characteristic in turn.
- What might any local demographic changes or trends mean for the service or function? Also consider national data if appropriate.
- Does data/monitoring show that any policies or practices create particular problems or difficulties for any group(s)?
- Is the service having a positive or negative effect on particular people or groups in the community?

⁷ **What have people told you about the service, function, area?**

- Use service user feedback, complaints, audits
- Conduct specific consultation or engagement and use the results
- Are there patterns or differences in what people from different groups tell you?
- Remember, you must consult appropriately and in an inclusive way with those likely to be affected to fulfil the equality duty.
- You can read LBB [Consultation and Engagement toolkit](#) for full advice or contact the Consultation and Research Manager, rosie.evangelou@barnet.gov.uk for further advice

⁸ **Age:** People of all ages, but consider in particular children and young people, older people and carers, looked after children and young people leaving care. Also consider working age people.

⁹ **Disability:** When looking at disability, consideration should be given to people with different types of impairments: physical (including mobility), learning, aural or sensory (including hearing and vision impairment), visible and non-visible impairment. Consideration should also be given to: people with HIV, people with mental

health needs and people with drug and alcohol problems. People with conditions such as diabetes and cancer and some other health conditions also have protection under the Equality Act 2010.

¹⁰ **Gender Reassignment:** In the Act, a transgender person is someone who proposes to, starts or has completed a process to change their gender. A person does not need to be under medical supervision to be protected. Consider transgender people, transsexual people and transvestites.

¹¹ **Marriage and Civil Partnership:** consider married people and civil partners.

¹² **Pregnancy and Maternity:** When looking at pregnancy and maternity, give consideration to pregnant women, breastfeeding mothers, part-time workers, women with caring responsibilities, women who are lone parents and parents on low incomes, women on maternity leave and 'keeping in touch' days.

¹³ **Race/Ethnicity:** Apart from the common ethnic groups, consideration should also be given to Traveller communities, people of other nationalities outside Britain who reside here, refugees and asylum seekers and speakers of other languages.

¹⁴ **Religion and Belief:** Religion includes any religion with a clear structure and belief system. As a minimum you should consider the most common religious groups (Christian, Muslim, Hindu, Jews, Sikh, Buddhist) and people with no religion or philosophical beliefs.

¹⁵ **Sex/Gender:** Consider girls and women, boys and men, married people, civil partners, part-time workers, carers (both of children with disabilities and older cares), parents (mothers and fathers), in particular lone parents and parents on low incomes.

¹⁶ **Sexual Orientation:** The Act protects bisexual, heterosexual, gay and lesbian people.

¹⁷ **Other relevant groups:** You should consider the impact on our service users in other related areas.

¹⁸ **Impact:** Your EqIA must consider fully and properly actual and potential impacts against each protected characteristic:

- The equality duty does not stop changes, but means we must fully consider and address the anticipated impacts on people.
- Be accurate and transparent, but also realistic: don't exaggerate speculative risks and negative impacts.
- Be detailed and specific where you can so decision-makers have a concrete sense of potential effects.
- Questions to ask when assessing whether and how the proposals impact on service users, staff and the wider community:
 - Are one or more protected groups affected differently and/or disadvantaged? How, and to what extent?
 - Is there evidence of higher/lower uptake of a service among different groups? Which, and to what extent?
 - Does the project relate to an area with known inequalities (where national evidence or previous research is available)?
 - If there are likely to be different impacts on different groups, is that consistent with the overall objective?
 - If there is negative differential impact, how can you minimise that while taking into account your overall aims?
- Do the effects amount to unlawful discrimination? If so the plan **must** be modified.
- Does it relate to an area where equality objectives have been set by LBB in our [Barnet 2024 Plan](#) and our [Strategic Equality Objective](#)?

¹⁹ **Cumulative Impact**

You will need to look at whether a single decision or series of decisions might have a greater negative impact on a specific group and at ways in which negative impacts across the council might be minimised or avoided.

²⁰ **Mitigating actions**

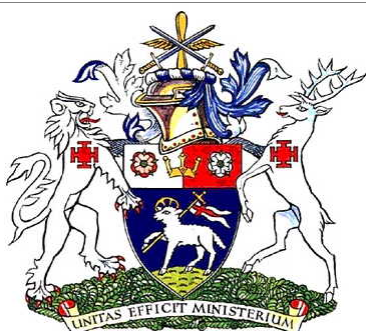
- Consider mitigating actions that specifically address the impacts you've identified and show how they will remove, reduce or avoid any negative impacts
- Explain clearly what any mitigating measures are, and the extent to which you think they will reduce or remove the adverse effect
- Will you need to communicate or provide services in different ways for different groups in order to create a 'level playing field'?
- State how you can maximise any positive impacts or advance equality of opportunity.
- If you do not have sufficient equality information, state how you can fill the gaps.

²¹ **Monitoring:** The Equality Duty is an ongoing duty: policies must be kept under review, continuing to give 'due regard' to the duty. If an assessment of a broad proposal leads to more specific proposals, then further monitoring, equality assessment, and consultation are needed.

²² **Outcome:**

- Make a frank and realistic assessment of the overall extent to which the negative impacts can be reduced or avoided by the mitigating measures. Also explain what positive impacts will result from the actions and how you can make the most of these.
- Make it clear if a change is needed to the proposal itself. Is further engagement, research or monitoring needed?
- Make it clear if, as a result of the analysis, the policy/proposal should be stopped.

²³ **Sign off:** You will need to ensure the EqIA is signed off by your Head of Service, agree whether the EqIA will be published, and agree when the next review date for the EqIA will be.



Council
28 February 2023

Title	Members' Allowances Scheme 2023/24
Report of	Head of Governance
Wards	N/A
Status	Public
Enclosures	Appendix A: The Remuneration of Councillors in London – Report of the Independent Panel, January 2022 Appendix B: Proposed Members Allowances Scheme 2023/24
Officer Contact Details	Andrew Charlwood, Head of Governance andrew.charlwood@barnet.gov.uk 020 8359 2014

Summary

The Council is required, if it wishes to pay such allowances, to adopt a Members' Allowances Scheme on an annual basis with effect from 1 April each year.

The proposed Members' Allowances Scheme for 2023/24 is based on the current Scheme, which was adopted at Annual Council on 24 May 2022 for 2022/23.

A revised Members' Allowances Scheme for 2023/24 will need to be adopted at Annual Council on 23 May 2023 to reflect the new governance arrangements coming into effect at that meeting (i.e., move from a Committee System to an Executive system)

Recommendations

- 1. That Council have regard to the recommendations of the Independent Panel on the Remuneration of Councillors in London as attached as Appendix A.**
- 2. That Council approve the Members' Allowances Scheme 2023/24 attached as Appendix B with effect from 1 April 2023.**

3. That Council note that a revised Members' Allowances Scheme for 2023/24 will need to be adopted at Annual Council on 23 May 2023 to reflect the new governance arrangements coming into effect at that meeting (i.e., move from a Committee System to an Executive system)

4. That Council note that following approval the Scheme, a notice will be advertised pursuant to Regulation 16 of the Local Authorities (Members' Allowances) (England) Regulations 2003 (as amended).

1. WHY THIS REPORT IS NEEDED

- 1.1 The Council is required under the Local Authorities (Members' Allowances) (England) Regulations 2003 (as amended) to agree on an annual basis a schedule of allowances payable to Members' for the following financial year. Under the regulations, when making or amending a scheme, the Council is required to have regard to the recommendations of an Independent Remuneration Panel (Regulation 19). The Regulations state that before the beginning of each year the authority shall make a scheme for the allowances for that year.
- 1.2 The Members Allowance Scheme is comprehensive and includes Basic Allowances, Special Responsibility Allowances (for posts which carry specific responsibilities) and other allowances and expenses that may be claimed.
- 1.3 Council at its meeting on 24 May 2022 approved a schedule of allowances which revised the scheme adopted on 1 March 2022. The adopted scheme forms part of the formal Members Allowance Scheme which is incorporated within the Council's Constitution.
- 1.4 In January 2022, the London-wide Independent Remuneration Panel (IRP) convened by London Councils published revised recommendations (Appendix A). Prior to this, the London Councils IRP made recommendations in 2014 and 2018 – Barnet have had regard to these recommendations each time a Members Allowances Scheme was adopted by Council. It should be noted that the London Councils recommendations do not explicitly consider the Committee System which Barnet now operates and, as such, some of the bands are not comparable (e.g., Leader and Deputy Leader). In the 2018 report and 2022 reports, the IRP recommend an annual update for inflation (in line with the local government pay settlement) – this was applied in 2020/21, but not in 2018/19, 2019/20 or 2021/22. No inflationary increases are proposed for 2023/24.
- 1.5 The London-wide IRP have stated that they will undertake a more detailed review of allowances in the summer of 2022 and conclude the review during the latter half of 2023. These will be reported to Council in due course.

2. REASONS FOR RECOMMENDATIONS

- 2.1 The Members Allowance Scheme for 2023/24 requires the approval of full Council. Council is required to ensure the Scheme meets all the requirements of statute including the period the scheme covers and consideration of the findings of the Independent Panel Report.
- 2.2 The Scheme chosen reflects the special responsibilities of Members under the Committee System.
- 2.3 The Scheme has been drafted on the basis that Council still wishes to pay the Basic and Special Responsibility allowances proposed and adopted by Council.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 Council could refuse to adopt the proposed Members' Allowances Scheme for 2022/23. This is not recommended as the implementation of the Scheme is required to regulate the remuneration of Members in respect of Council business undertaken and the Regulations require a Scheme to be adopted annually.

4. POST DECISION IMPLEMENTATION

- 4.1 Following approval by the Council of a Scheme, a notice will be advertised pursuant to Regulation 16 of the Regulations.
- 4.2 The approved Scheme will become operational with effect from 1 April 2023.
- 4.3 The Monitoring Officer will arrange for an updated version of the Members Allowances section of the Constitution to be published from 1 April 2022.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

- 5.1.1 None in the context of this report.

5.2 Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)

- 5.2.1 For the main element of the Members Allowances budget (which comprises Basic and Special Responsibility Allowances) the budget will remain at £1,008,910 for 2023/24.

5.3 Legal and Constitutional References

- 5.3.1 There is a requirement that councils must make any scheme for the following year to commence on 1 April. Schemes can be amended at any time, but new schemes can be introduced only from the start of each year commencing

on 1 April except when changing governance arrangements. The approval of Council is necessary to any amendments to existing schemes or the adoption of new schemes.

- 5.3.2 Responsibility for adopting a Members' Allowances Scheme is attributable to Council in accordance with section 4.1 of Article 4 of the Council's Constitution.

5.4 Risk Management

- 5.4.1 Failure to agree a scheme may render the council in breach of its statutory duty.

5.5 Equalities and Diversity

- 5.5.1 These proposals do not adversely compromise the Council's public sector equalities duty under the Equality Act 2010.

5.6 Consultation and Engagement

- 5.6.1 An advertisement setting out details of the Scheme itself will be published as soon as practicable after Council has made its decision.

6. BACKGROUND PAPERS

- 6.1 Council, 1 March 2022, Item 14.1 – Members Allowances Scheme: [Agenda for Council on Tuesday 1st March, 2022, 7.00 pm \(moderngov.co.uk\)](https://www.moderngov.co.uk/2022/03/01/agenda-for-council-on-tuesday-1st-march-2022-7-00-pm)
- 6.2 Annual Council, 24 May 2022, Item 12, Report of the Leader of the Labour Group, Appendices E and F: [Agenda for Annual Council on Tuesday 24th May, 2022, 7.00 pm \(moderngov.co.uk\)](https://www.moderngov.co.uk/2022/05/24/agenda-for-annual-council-on-tuesday-24th-may-2022-7-00-pm)
- 6.3 London Borough of Barnet website, Currently Elected Councillors Allowances and Expenses: [Barnet councillors' allowances and expenses | Barnet Council](https://www.barnet.gov.uk/councillors-allowances-and-expenses/)
- 6.4 London Councils, Remuneration of Councillors in London Reports: [Remuneration of Councillors in London Boroughs | London Councils](https://www.london.gov.uk/working-together/remuneration-of-councillors-in-london-reports/)

The Remuneration of Councillors in London 2022

Report of the Independent Panel



Contents

Summary.....	p3
Background.....	p3
The role of elected members	p3
Recruitment of councillors	p4
The current financial climate	p5
Level of Basic Allowance.....	p5
Special Responsibility Allowances.....	p5
Training and support.....	p6
Barriers to being a councillor.....	p6
Travel and Subsistence Allowances.....	p7
Allowances for Mayor or Civic Head.....	p7
Update for inflation.....	p7
Appendix A: Special responsibilities – beyond the basic allowance	p8
Appendix B: On behalf of the community – a job profile for councilors.....	p11
Appendix C: The independent panel members.....	p12

Summary

At the time of writing this report the country is still responding to the shock of the tragic death of Sir David Amess MP. It is a sad reminder of the vital role that all elected representatives play in the life of our country and how your roles are at the heart of our democratic and civic society. It is also a reminder of the risks that are linked to your roles. It is vital that we have a system of support in place that recognises the full scale of the responsibilities of councillors and one that supports residents in both wanting to come forward to undertake these roles and then when they are elected enables them to be effective. Our work as an independent remuneration panel can play a part in that endeavour.

The report below details our position as the output for the 2021 review. In short, we are very conscious about the huge changes that have taken place as a society during the last few years. Our residents, businesses and communities have been dealing with, and continue to deal with, major challenges. The feedback we have received supports our view that this has had a major impact on the demands placed on all councillors and of those councillors charged with special responsibilities. There is now greater than ever demands for time spent on wider partnership working, the situations faced by many residents are ever more challenging and complex, the ease of access afforded by technology has increased expectations for almost constant access and rapid responses. The burden of responsibility for effective government at a local level is extremely significant.

At the same time, many aspects of the current situation are still relatively recent. It remains rather unclear how these recent patterns of demands and increased expectations will play out and settle over time. With this level of uncertainty, we do not believe that at the current time we have the evidence available to recommend any significant changes in the remuneration of councillors.

However, given the wider background, we have concluded that, instead of waiting four years to undertake the next review, it would be preferable to undertake a review commencing in the summer of 2022 with the aim of concluding it in the latter half of 2023. As well as enabling us to re-assess the situation, this timescale would enable us to undertake more detailed consultations and seek wider views as part of the evidence gathering that will be needed.

As well as the substantive recommendations in the report, we therefore recommend that we undertake a further review of the remuneration of councillors during 2022-23.

Background

The Local Authorities (Members' Allowances) (England) Regulations 2003 ('the Regulations') authorise the establishment by the Association of London Government (now London Councils) of an independent remuneration panel to make recommendations in respect of the members' allowances payable by London boroughs. Such a panel ('the Panel') was established and reported in 2001, 2003, 2006, 2010, 2014 and 2018. It now comprises Mike Cooke (Chair), Sir Rodney Brooke CBE DL and Anne Watts CBE.

The Regulations require a review of the scheme every four years as a minimum. The current Panel has therefore completed a review of remuneration for councillors in London. We present our findings and recommendations in this report.

As a preparation for our work, we invited all London boroughs to give their views on the operation of the existing scheme. We are grateful for the feedback, which confirms that the existing London scheme of members' allowances is still fit for purpose. We make recommendations accordingly. However, where issues have arisen from the comments we received, we have addressed them in this report.

The role of elected members

In our previous reports we reflected on the importance of the role of elected members. We repeat at Appendix B the 'job profile' for councillors which we originally included in our 2010 report.

Our last report reflected on research that identified that councillors oversee million-pound budgets, balancing complex financial pressures at a time of severe cutbacks in local authority spending, making decisions which will affect their areas for decades to come. These challenges continue and have been exacerbated by the impact of the Covid-19

Pandemic and the continuing recovery effort from it.

In London, each borough is responsible for services crucial to its residents. Each has a revenue budget of up to £1.4bn as well as a substantial capital programme. The scale of their turnover and other financial activities are in many instances comparable with those of large publicly quoted companies.

Councillors are faced with difficult choices. Demand for local authority services continues to grow. In particular there is rapid growth in the number of old people with a corresponding increase in demand for social care. London itself faces acute housing problems coupled with higher levels of homelessness than other parts of the country. Councillors have an increased responsibility for local and place-based health outcomes. Thus, the strain on and competition for resources increase the demands made on elected members.

The feedback we received is that the workload and responsibilities of councillors continues to increase and that their role has become more complex, and not only in the areas of social care and housing. There has been a growth in other public sector activities including community safety with increasing engagement with the Police, increasing expectations for closer working with health services, and in some boroughs more involvement with joint venture partnerships and local authority trading companies. Since the start of the Pandemic, there has been an important and significant role for councillors in local welfare support and greater liaison with the voluntary sector. This all requires the commitment and time of leaders, cabinet members and front-line councillors. The Pandemic has also heightened the significant role of councillors as a point contact for information, advice and reassurance for communities.

While valuable to democracy, the growth in digital connectivity and the availability and use of social media and other forms of messaging applications adds to the pressure on councillors by increasing demands from their constituents in several different ways. Communication with councillors is not only easier but immediate. The public expects a speedy response, so that it is now more difficult for councillors to deal with concerns as quickly as voters expect. Not only does social media make it easier for their constituents to access councillors, but they also enable an isolated concern to become an organised campaign. The expectations of the public continue to rise.

Recruitment of councillors

We received feedback that it continues to be challenging to recruit candidates generally but also from a diverse background and of a high enough calibre who are prepared to stand for office as councillors. Though financial deterrents were cited amongst a number of reasons for this, a major disincentive is the time commitment required of a councillor. Time pressures (as well as finance) can make it difficult to combine the role with a job and caring responsibilities. As was pointed out in the responses we received, the problem is exacerbated in London, where councillors are on the whole younger than in other parts of the country and often in employment. They also face substantially higher costs of living which are continuing to rise.

Though the time commitment may be the main disincentive to service as a councillor, it is important that, as far as reasonably possible, financial loss does not prevent people from becoming councillors. Allowances are not shown by polls to be something which influences councillors to take on the role, though they are instrumental in making it possible for some people to do so. Allowances should be set at a level that enables people to undertake the role of councillor, while not acting as an incentive to do so. If it is important that there are no financial incentives to being a councillor, it is equally important that there should not be a financial disincentive. It is clearly desirable that service as a councillor is not confined to those who have retired or with independent means.

In 2014 the Government removed the possibility of councillors joining the local government pension scheme. Almost half of the responses we received cited the lack of pension provision as a factor that influences people whether to run for council office. Access to the pension scheme can be an important factor in making service as a councillor financially possible for a wider range of people. It is particularly significant for those who, like elected mayors, leaders and portfolio holders, give most or all of their time to service in local government and lose the opportunity for advancement in their particular profession and to contribute to a pension scheme elsewhere. In view of the importance this could have for recruiting a diverse range of councillors in future and to wider issues for local democracy, the Panel intends to look at lobbying opportunities on this issue as part of its further review in 2022-23.

The current financial climate

Because of the financial climate over the last decade, the local government pay settlement over much of this period has been either frozen or severely limited. Since our last report there have been modest increases from 2% in 2018-19 to 2.75% last year.

Acutely sensitive to the ongoing financial austerity, our recent reports have made no recommendations for increasing the levels of members' allowances other than continuing provision for annual adjustments in accordance with the annual local government pay settlement.

Our recommendations have led to some convergence of members' allowances across London. There is now considerable congruity in the basic allowance made by London boroughs.

However, most London boroughs have not adopted our recommendations in their entirety and there remain substantial differences in the amount of special responsibility allowances.

In reaching our views this year, we have been acutely conscious of the continuing financial challenges to council budgets including the impact from the Covid-19 Pandemic. This adds to the view that now is not the time to contemplate a general increase in councillors' allowances.

Level of Basic Allowance

In our last report we recommended that there should be a Basic Allowance paid to every councillor of £11,045. Updated for the local government staff pay awards since then (and including an indicative 1.75% award for 2021-22 which is still the subject of negotiation), the figure is now £12,014. Given all the circumstances including growth in the volume and complexity of the work of councillors and the limited increase in the Basic Allowance since our last report, we believe that there is a strong case for looking again at the level of the allowance. The basic allowance is now less than the allowances paid by many similar authorities outside London. In our last report we highlighted that in Wales, for example, the government-appointed commission set the basic allowance at £13,400 for members of local authorities with populations which are generally substantially lower than those of London boroughs. In its most recent report, published in February 2021, this had increased to £14,368.

However, the wider context is one of considerable uncertainty including whether trends in demands will be sustained. If they are so, as seems likely, the consequences of the changing patterns of work remains unclear added to which is the current financial climate. All this suggests to us that now is not the right moment to recommend major changes to the current allowances (beyond the annual updating). Linking the allowances to an annual increase to staff pay awards will ensure that councillors can receive annual increases which are in line with those received by staff. We therefore recommend that the Basic Allowance be set at £12,014 pending the outcome of the 2021-22 award. We believe that it remains sensible to frame recommendations which are common across London.

Special Responsibility Allowances

Given the extent of the responsibilities of leaders of London boroughs, the Panel's first report in 2001 recommended that their remuneration should equate to that of a Member of Parliament. [Our recommendations for other special responsibility allowances are related to that recommended for leaders.]

Since then, the increase in the remuneration of Members of Parliament has substantially exceeded the annual local government pay increase to which we tied the special responsibility allowance for the leader of a London borough. At the time of our last report an MP received a salary of £76,011 while our recommendation for a borough leader (increases having been restricted to the local government staff pay increases) was for a total remuneration of £68,130, a difference of £7,881. Updated for the local government pay awards (and indicative 2021-22 award), our recommendation for the current total remuneration of a London borough leader would be £74,106. Meanwhile the salary of MPs has increased to £81,932, a difference of £7,826. Moreover, MPs continue to be entitled to a pension as well as to other benefits (such as termination payments) which are not available to leaders.

In our current consultation we enquired whether the remuneration of an MP remains a sound comparator to fix the remuneration of a borough leader. In general, the responses suggested that the comparator was appropriate with some feedback noting that the Leaders of London boroughs warranted a higher remuneration than an MP, because they had greater financial responsibility and legal burdens, and especially given the differential pension arrangements. Indeed, a couple of respondent authorities suggested that the direct responsibilities of a Leader should command the salary of a junior minister.

We sympathise with the responses. Certainly, the way in which MPs' remuneration has progressed compared to that of leaders could be argued to warrant a review of the Leaders' allowances.

We are also aware of the very significant expectations on leaders and leading members to participate in wider cross borough, pan-London and partnership working, the demands of which (both in terms of time commitments but importantly in terms of responsibility and significance) appear to have increased dramatically over the last 18 months. Our report makes no recommendations in respect of remuneration for these roles at this stage but we propose to return to this issue as part of the further review that is proposed.

However, for the same reasons which prompt us to maintain the current Basic Allowance, (namely a significant uncertainty over the long term implications of the changes we have been witnessing in the last 18 months, combined with the financial challenges faced at this time) we recommend that the special responsibility allowance for a Leader should be in accordance with our former recommendation, plus the subsequent local government staff pay awards (including an indicative uplift of 1.75% for 2021-22 which is still the subject of negotiation), ie £62,092. We recommend the maintenance of its relation to other special responsibility allowances, as set out in the Appendix to this report.

However, we believe that it is important to undertake a more detailed review, along with the Basic Allowances, of the special responsibility allowances having allowed further time for the new patterns of demands and expectations to become even clearer. We envisage beginning this review in the summer of 2022 and concluding the review during the latter half of 2023.

Training and support

The responsibilities of councillors are substantial, extensive and complex. We have mentioned the increased role that councillors have delivered particularly during the Pandemic. The Pandemic has also resulted in an acceleration of more flexible ways of working including greater use of digital technology. While this has provided a range of benefits including less travelling for work it has required councillors to have the necessary digital skills. Additionally, the move to audio-visual conferencing has resulted in a growth in meetings for many contributing to an overall increase in 'screen time'. Training and development is beyond the direct remit of our Panel but is an important part of ensuring that residents can step forward and become successful and effective elected local representatives. Addressing the financial aspects but not the support aspects would be counter-productive. For this reason, we believe that every borough should have an ongoing programme of member training and development and that members should be provided with the logistical and clerical support and the appropriate IT equipment to help them deal with their workload.

Barriers to being a councillor

It is important that obstacles to becoming a councillor should be removed wherever possible. Care costs can be a significant deterrent to service as a councillor. Our strong view is that in appropriate cases when they undertake their council duties, councillors should be entitled to claim an allowance for care of dependents. The dependents' carers' allowance should be set at the London living wage but (on presentation of proof of expense) payment should be made at a higher rate when specialist nursing skills are required.

One respondent authority stressed that member allowances schemes present an opportunity to better support councillors by providing not just remuneration but wider support packages. Our view is that members' allowances schemes should allow the continuance of Special Responsibility Allowances in the case of sickness, maternity and paternity leave in the same terms that the council's employees enjoy such benefits (that is to say, they follow the same policies).

Travel and Subsistence allowances

The Basic Allowance should cover basic out-of-pocket expenses incurred by councillors, including intra-borough travel costs and expenses. The members' allowances scheme should, however, provide for special circumstances, such as travel after late meetings or travel by councillors with disabilities. The scheme should enable councillors to claim travel expenses when their duties take them out of their home borough, including a bicycle allowance.

Allowances for Mayor or Civic Head

Many councils include the allowances for the mayor (or civic head) and deputy in their members' allowance scheme. However, these allowances do serve a rather different purpose from the 'ordinary' members' allowances, since they are intended to enable the civic heads to perform a ceremonial role. There are separate statutory provisions (ss 3 and 5 of the Local Government Act 1972) for such allowances and councils may find it convenient to use those provisions rather than to include the allowances in the members' allowance scheme.

Update for inflation

We continue to recommend that all allowances should be updated annually in accordance with the headline figure in the annual local government pay settlement.

We have been asked whether it is necessary for the annual updating to be formally authorised by the council each year. The Regulations do seem to make this obligatory.

Mike Cooke

Sir Rodney Brooke CBE DL

Anne Watts CBE

London, 6 January 2022

Appendix A

Basic allowance £12,014

Special responsibilities – beyond the basic allowance

The case for special allowances

The reasons for payment of additional special responsibility allowances should be clearly set out in local allowances schemes. Special allowances should come into play only in positions where there are significant differences in the time requirements and levels of responsibility from those generally expected of a councillor.

Calculation of special allowances

The proposed amounts for each band are a percentage of the figure suggested for a council leader depending upon levels of responsibility of the roles undertaken and are explained below. We believe that the SRA, which the previous panel recommended for the leader of a London council (updated), continues to be appropriate.

Categories of special allowances

The regulations specify the following categories of responsibility for which special responsibility allowances may be paid:

- Members of the executive where the authority is operating executive arrangements
- Acting as leader or deputy leader of a political group within the authority
- Presiding at meetings of a committee or sub-committee of the authority, or a joint committee of the authority and one or more other authorities, or a sub-committee of such a joint committee
- Representing the authority at meetings of, or arranged by, any other body
- Membership of a committee or sub-committee of the authority which meets with exceptional frequency or for exceptionally long periods
- Acting as spokesperson of a political group on a committee or sub-committee of the authority
- Membership of an adoption panel
- Membership of a licensing or regulatory committee
- Such other activities in relation to the discharge of the authority's functions as require of the member an amount of time and effort equal to or greater than would be required of him by any one of the activities mentioned above, whether or not that activity is specified in the scheme.

Local discretion

It is for the councils locally to decide how to allocate their councillors between the different bands, having regard to our recommendations and how to set the specific remuneration within the band. They must have regard to our recommendations. We believe these should have the merits of being easy to apply, easy to adapt, easy to explain and understand, and easy to administer.

BAND ONE

The posts we envisage falling within band one, include:

- Vice chair of a service, regulatory or scrutiny committee
- Chair of sub-committee
- Leader of second or smaller opposition group

- Service spokesperson for first opposition group
- Group secretary (or equivalent) of majority group
- First opposition group whip (in respect of council business)
- Vice chair of council business
- Chairs, vice chairs, area committees and forums or community leaders
- Cabinet assistant
- Leadership of a strategic major topic
- Acting as a member of a committee or sub-committee which meets with exceptional frequency or for exceptionally long periods
- Acting as a member of an adoption panel where membership requires attendance with exceptional frequency or for exceptionally long periods
- Leadership of a specific major project.

Remuneration

We propose that band one special responsibility allowances should be on a sliding scale of between 20 – 30 per cent of the remuneration package for a council leader.

This would be made up as follows:

Basic allowance: £12,014

Band One allowance: £2,807 to £10,218

Total: £14,821 to £22,232

BAND TWO

The types of office we contemplate being within band two are:

- Lead member in scrutiny arrangements, such as chair of a scrutiny panel
- Representative on key outside body
- Chair of major regulatory committee e.g planning
- Chair of council business (civic mayor)
- Leader of principal opposition group
- Majority party chief whip (in respect of council business).

Remuneration

We propose that band two allowances should be on a sliding scale between 40 – 60 per cent, pro rata of the remuneration package for a council leader.

This is made up as follows:

Basic allowance £12,014

Band two allowances: £17,628 to £32,450

Total: £29,642 to £44,464

BAND THREE

We see this band as appropriate to the following posts:

- Cabinet member
- Chair of the Health and Wellbeing Board
- Chair of the main overview or scrutiny committee
- Deputy leader of the council

Remuneration:

We propose that band three allowances should be between 70 – 80 per cent pro rata of the remuneration package for a council leader.

This is made up as follows:

Basic allowance: £12,014

Band three allowance: £39,860 to £47,271

Total: £51,874, to £59,285

BAND FOUR

Leader of cabinet

This is a full-time job, involving a high level of responsibility and includes the exercise of executive responsibilities. It is right that it should be remunerated on a basis which compares with similar positions in the public sector, while still retaining a reflection of the voluntary character of public service.

Remuneration:

We propose that the remuneration package for a council leader under band four of our scheme should be £74,106.

This is made up as follows:

Basic allowance: £12,014

Band four allowance: £62,092.

Total: £74,106

BAND FIVE

Directly elected mayor

A directly elected mayor has a full-time job with a high level of responsibility and exercises executive responsibilities over a fixed electoral cycle. It is right that it should be remunerated on a basis which compares with similar positions in the public sector, while still retaining a reflection of the voluntary character of public service. However, we believe this post remains different to that of the strong leader with cabinet model. The directly elected mayor is directly elected by the electorate as a whole. The strong leader holds office at the pleasure of the council and can be removed by the council. We believe that the distinction is paramount and this should be reflected in the salary level.

Remuneration:

We propose that a directly elected mayor should receive a remuneration package of 25 per cent higher than that recommended for a council leader and that it should be a salary set at £92,633.

Appendix B

On behalf of the community – a job profile for councillors

Purposes:

1. To participate constructively in the good governance of the area.
2. To contribute actively to the formation and scrutiny of the authority's policies, budget, strategies and service delivery.
3. To represent effectively the interests of the ward for which the councillor was elected, and deal with constituents' enquiries and representations.
4. To champion the causes which best relate to the interests and sustainability of the community and campaign for the improvement of the quality of life of the community in terms of equity, economy and environment.
5. To represent the council on an outside body, such as a charitable trust or neighbourhood association.

Key Tasks:

1. To fulfil the statutory and local determined requirements of an elected member of a local authority and the authority itself, including compliance with all relevant codes of conduct, and participation in those decisions and activities reserved to the full council (for example, setting budgets, overall priorities, strategy).
2. To participate effectively as a member of any committee or panel to which the councillor is appointed, including related responsibilities for the services falling within the committee's (or panel's) terms of reference, human resource issues, staff appointments, fees and charges, and liaison with other public bodies to promote better understanding and partnership working.
3. To participate in the activities of an outside body to which the councillor is appointed, providing two-way communication between the organisations. Also, for the same purpose, to develop and maintain a working knowledge of the authority's policies and practices in relation to that body and of the community's needs and aspirations in respect of that body's role and functions.
4. To participate in the scrutiny or performance review of the services of the authority, including where the authority so decides, the scrutiny of policies and budget, and their effectiveness in achieving the strategic objectives of the authority.
5. To participate, as appointed, in the area and in service-based consultative processes with the community and with other organisations.
6. To represent the authority to the community, and the community to the authority, through the various forums available.
7. To develop and maintain a working knowledge of the authority's services, management arrangements, powers/duties, and constraints, and to develop good working relationships with relevant officers of the authority.
8. To develop and maintain a working knowledge of the organisations, services, activities and other factors which impact upon the community's well-being and identity.
9. To represent effectively the interests of the ward for which the councillor was elected, and deal with constituents' enquiries and representations including, where required, acting as a liaison between the constituent and the local authority and where appropriate other public service providers.
10. To contribute constructively to open government and democratic renewal through active encouragement of the community to participate generally in the government of the area.
11. To participate in the activities of any political group of which the councillor is a member.
12. To undertake necessary training and development programmes as agreed by the authority.
13. To be accountable for his/her actions and to report regularly on them in accessible and transparent ways.

Appendix C

The independent panel members

Mike Cooke

Mike Cooke was the Chief Executive of the London Borough of Camden for seven years, where he had also been Director of Housing and Adult Social Care and HR Director. He has extensive experience of partnership working across London including as the CELC lead on children and chairing the London Safeguarding Children Board. Mike also has worked for seven years in financial services where he developed an expertise in remuneration.

Until November 2020 Mike had been a Non-Executive Director of the Central and North West London NHS Foundation Trust where he was chair of the HR Committee. Mike's current role is the independent Chair of the North Central London Integrated Health and Care System.

Sir Rodney Brooke CBE, DL

Sir Rodney Brooke has a long career in local government, including as chief executive of West Yorkshire County Council, Westminster City Council and the Association of Metropolitan Authorities.

He was knighted in 2007 for his contribution to public service.

Dr Anne Watts CBE

Anne Watts has an extensive career in governance, diversity and inclusion spanning commercial, public and voluntary sectors. She has held executive roles for HSBC and Business in the Community and was chair of the Appointments Commission. She has carried out reviews of Government departments and the Army. In addition she has been a member of Government Pay review bodies and Deputy Chair, University of Surrey where she chaired Remuneration Committee and the new Vet School.

She is a non-exec of Newable (previously Greater London Enterprise) where she chairs ESG Committee and is a non-exec of Newflex subsidiary. In addition she continues to sit on the Race and Gender Equality Leadership teams for Business in the Community.

This page is intentionally left blank

LONDON BOROUGH OF BARNET
MEMBERS' ALLOWANCES SCHEME
2022/23

1. The Scheme

This scheme is made by Barnet London Borough Council under the Local Authorities (Members' Allowances) (England) Regulations 2003 (as amended).

- 1.1 The scheme may be cited as the Barnet London Borough Council Members' Allowances Scheme and replaces all former Schemes.
- 1.2 It has effect for the period 1 April 2022 to 31 March 2023.
- 1.3 In this scheme,
 - 1.3.1 "Councillor" means an elected member of the Council of the London Borough of Barnet.
 - 1.3.2 This scheme will cover a period from 1 April 2022 to 31 March 2023;
 - 1.3.3 "Co-optee" and "co-opted member" means a person not a councillor who is appointed by the Council to a committee discharging a statutory local authority function.

2. Basic Allowance

- 2.1 A basic allowance of £10,809 shall be paid to each councillor.
- 2.2 Payment of the basic allowance is subject to the conditions set out in sections 9, 10 and 11.

3. Special Responsibility Allowance

- 3.1 Allowances are payable to recognise the special responsibilities attached to certain positions to which councillors may be appointed. The allowances are graded in 5 bands.
- 3.2 The bands, the positions concerned and the sums payable are set out in Schedule 1.
- 3.3 No Member may receive more than one Special Responsibility Allowance in respect of the same period of time, but the Member will receive whichever is the highest of the Special Responsibility Allowances for which they qualify.
- 3.4 Other conditions attached to the payment of Special Responsibility Allowance are set out in sections 9, 10 and 11.

4. Childcare and Dependent Carers' Allowance

- 4.1 An allowance of £10 per hour for a maximum of 8 hours (subject to extension in special circumstances) shall be payable to any councillor or co-opted member or member of an appeals committee established under the Education Act 1996

who incurs expenditure for the care of dependent relatives or children whilst undertaking the approved duties listed in section 4.3 below.

4.2 Dependent relatives and children are defined as:-

- children aged 15 years or less
- elderly relatives requiring full-time care
- relatives with disabilities who receive full-time care

4.3 The approved duties referred to in section 4.1 above are:-

- (a) The attendance at a meeting of the authority or of any committee or sub-committee of the authority, or of any other body to which the authority makes appointments or nominations, or of any committee or sub-committee of such a body;
- (b) The attendance at any other meeting, the holding of which is authorised by the authority, or a committee or sub-committee of the authority, or a joint committee of the authority and at least one other local authority within the meaning of section 270(1) of the Local Government Act 1972, or a sub-committee of such a joint committee, provided that –
 - (ii) where the authority is divided into two or more political groups it is a meeting to which members of at least two such groups have been invited; or
 - (iii) if the authority is not so divided, it is a meeting to which at least two members of the authority have been invited.
- (c) The attendance at a meeting of any association of authorities of which the authority is a member;
- (d) The attendance at a meeting of any of the Council's committees;
- (e) The performance of any duty in pursuance of a standing order requiring a member or members to be present while tender documents are opened;
- (f) The performance of any duty in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises;
- (g) The performance of any duty in connection with arrangements made by the authority for the attendance of pupils at any school approved for the purposes of section 342 of the Education Act 1996 (approval of non-maintained special schools; and
- (h) The carrying out of any other duty approved by the authority, or any duty of a class so approved, for the purposes of, or in connection with, the discharge of the functions of the authority or any of its committees or sub-committees.

4.4 The allowance or reimbursement shall be paid on the basis of that permitted under the Income Tax Regulations.

5. Travel and Subsistence Allowance

- 5.1 Members do not receive a travel allowance for the cost of travel within the borough.
- 5.2 The duties which qualify for the payment of travel outside the Borough are set out in Schedule 2 with the amounts payable set out in Schedule 3.
- 5.3 The duties which qualify for the payment of travel allowance to a co-opted member or member of an appeals committee established under the Education Act 1996 are set out in Schedule 2 with the amounts payable set out in Schedule 3.
- 5.4 The duties which qualify for the payment of subsistence allowances to a councillor, co-opted member or member of an appeals committee established under the Education Act 1996 are set out in Schedule 2 with the amounts payable set out in Schedule 3.
- 5.5 The payment of allowance is subject to the conditions set out in section 9.

6. Independent Members/ Persons and Co-optees' Allowance

- 6.1 An allowance of £127 shall be paid to the Independent and Co-opted Members and Independent Persons of Council Committees for each meeting or training that they attend.
- 6.2 Payment of the allowance is subject to the conditions set out in sections 9, 10 and 11.

7. Pensions

- 7.1 The Local Government Pension Scheme Regulations 2013, laid before Parliament 19th September 2013 came into force 1st April 2014 ceased councillors' membership of the Local Government Pension Scheme (at the end of the term of office for existing councillors up to the election on 22 May 2014). From 1st April 2014 no Councillors will be admitted to the scheme.

8. Financial Limits

- 8.1 Any payment under this scheme is subject to the budget provision for Members' Allowances during the year not being exceeded.

9. Renunciation

- 9.1 A councillor or co-opted member may decline to receive any part of his or her entitlement to an allowance under this scheme by notifying the Head of Governance in writing.

10. Part-year Entitlements

- 10.1 This section regulates councillors' entitlement to allowances if during the year:
 - the scheme is amended
 - the councillor is newly elected
 - the councillor ceases to be a councillor

- the councillor accepts or gives up a position eligible for a special responsibility allowance.

10.2 If the scheme is amended so as to change the basic allowance or the special responsibility allowance then the annual amount to be paid to each councillor shall be re-calculated. The councillor will be paid a proportion of the old allowance and a proportion of the new allowance. The proportions will reflect the number of days in the year before and after (starting with the day on which the change takes effect) the change. Further amendments will be treated in the same way.

10.3 If during the year:

- a councillor is newly elected or ceases to be a councillor,
- a councillor accepts or gives up a position eligible for a special responsibility allowance, or
- a councillor becomes or ceases to be eligible to a special responsibility allowance because of an amendment to the scheme

then the annual amount to be paid to the councillor will be altered. The alteration will discount a proportion of the relevant allowance, to reflect the number of days in the year that the councillor was not a councillor, or was not eligible for the special responsibility allowance, as the case may be. If the scheme is amended during the year as set out in 10.2 above, then the alteration will be calculated separately for the periods before and after each amendment, in accordance with the Regulations.

11. Claims, Payments, Repayments, Restriction to Entitlement

11.1 Payments of basic allowance and Special Responsibility Allowance will be made in twelve equal monthly instalments at the end of each month.

11.2 If making a payment of one twelfth of the annual entitlement of basic allowance and special responsibility allowance for any member would result in a breach of the restrictions set by Section 10 of the scheme, then actual payments must be reduced to comply with those restrictions.

11.3 Where an allowance has already been paid for any period during which the councillor concerned:

- (a) ceases to be a councillor; or
- (b) is otherwise not entitled to receive the allowance for that period,

such part of the allowance as relates to any such period shall be repaid to the Council. 913

11.4 Where a member of the authority is also a member of another authority that member may not receive allowances from more than one authority in respect of the same duties.

Special Responsibility Allowances 1 April 2022 to 31 March 2023

BAND	SRA (£)	POSTS COVERED
5	34,680	Leader of the Council
4	27,471	Deputy Leader of the Council
3	15,640	<p><u>Chairs of:</u></p> <p>Policy and Resources Committee</p> <p>Children, Education and Safeguarding Committee</p> <p>Adults and Safeguarding Committee</p> <p>Community Leadership and Libraries Committee</p> <p>Environment and Climate Change Committee</p> <p>Housing & Growth</p> <p>Health and Well-Being Board</p> <p>Health Overview and Scrutiny Committee</p> <p><u>Leader of:</u></p> <p>Major Opposition Group</p>
2	9,029	<p><u>Chairs of:</u></p> <p>Finchley and Golders Green Area Committee</p> <p>Chipping Barnet Area Committee</p> <p>Hendon Area Committee</p> <p>Strategic Planning Committee</p> <p>Planning Committee A</p> <p>Planning Committee B</p> <p>Audit Committee</p> <p>Constitution and General Purposes Committee</p> <p>Pension Fund Committee</p>

1	2,415	<u>Chairs of:</u> Licensing Committee
---	-------	---

Approved Duties

The following are approved duties for the payment of travel and subsistence allowances.

(For Councillors the meeting must take place takes place outside the borough of Barnet):

1.
 - (a) The attendance at a meeting of the authority or of any committee or sub-committee of the authority, or of any other body to which the authority makes appointments or nominations, or of any committee or sub-committee of such a body;
 - (b) The attendance at any other meeting, the holding of which is authorised by the authority, or a committee or sub-committee of the authority, or a joint committee of the authority and at least one other local authority within the meaning of section 270(1) of the Local Government Act 1972, or a sub-committee of such a joint committee, provided that -
 - (ii) where the authority is divided into two or more political groups it is a meeting to which members of at least two such groups have been invited; or
 - (iii) if the authority is not so divided, it is a meeting to which at least two members of the authority have been invited.
 - (c) The attendance at a meeting of any association of authorities of which the authority is a member;
 - (d) The attendance at a meeting of the executive or a meeting of any of its committees;
 - (e) The performance of any duty in pursuance of a standing order requiring a member or members to be present while tender documents are opened;
 - (f) The performance of any duty in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorise the inspection of premises;
 - (g) The performance of any duty in connection with arrangements made by the authority for the attendance of pupils at any school approved for the purposes of section 342 of the Education Act 1996 (approval of non-maintained special schools; and
 - (h) Attendance at training courses arranged by the Council.
 - (i) The carrying out of any other duty approved by the authority, or any duty of a class so approved, for the purposes of, or in connection with, the discharge of the functions of the authority or any of its committees or sub-committees.

(The following bodies or their committees or sub-committees are specifically included in the above definition:

Welsh Harp Joint Consultative Committee
 Hampstead Heath Management Committee
 London government statutory bodies, joint committees, forums,
 consortiums, employers' associations, etc
 Standing Advisory Council for Religious Education (SACRE)
 Local Government Association
 London Councils
 Joint Negotiating Councils for Council employees

2. Subject to the Base Budget not being exceeded, duties undertaken by Members, provided that they are undertaken outside the borough of Barnet and that the Chief Executive is satisfied that the duties are for the purposes of, or connected with, the discharge of the functions of the Council.
3. Attendance as the council's duly authorised representative at meetings of the following bodies.
 - (a) School admission, exclusion and reinstatement appeals panels
 - (b) Statutory complaints boards or panels relating to the council's education or social services functions
4. Conferences and meetings convened by a person or body whose objects are neither wholly nor partly political, and otherwise than in the course of a trade or business, for the purpose of discussing matters which in the council's opinion will relate to the interests of Barnet or its inhabitants or of part of Barnet or the inhabitants of part of it are approved for the purposes of payment of travel and subsistence allowance. They are those conferences and meetings convened by outside bodies being conferences where it is considered that there is a direct connection with a function of this council.

Travel and Subsistence Allowances**Travel**

1. Members do not receive a travel allowance for the cost of travel within the borough.
2. Other travel allowance shall be paid at the same rates as those applying at the time to council staff for motorcar, motorcycle and bicycle use. For public transport actual expenditure shall be reimbursed.

Subsistence

3. For a councillor attending an approved duty that takes place inside the borough of Barnet the rate of subsistence and travel allowance shall be nil.

Other subsistence allowance for meals taken on duty shall be paid at the same rates as those applying at the time to council staff.

For overnight costs reasonable approved expenses shall be paid.

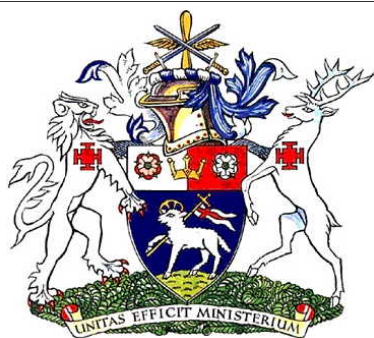
Other Reimbursements allowed:

1. Not more than the amount of any expenditure incurred on tolls, ferries or parking fees.
2. Where day subsistence is payable, the reasonable cost of meals taken on trains, subject to a reduction of subsistence allowance of four hours for each meal taken, and a maximum of one main meal during an absence of more than four hours, two for more than eight hours' absence and three for more than twelve hours' absence.
3. The actual cost of overnight garaging of a car or other vehicle.

Payment

4. Evidence of expenditure incurred shall be required when claims are made and any unreasonable claim shall be referred to the Chief Executive.

This page is intentionally left blank



Council

28 February 2023

Title	Political Proportionality
Report of	Head of Governance
Wards	All Wards
Status	Public
Urgent	No
Key	No
Enclosures	Appendix A – Calculation of Political Balance
Officer Contact Details	Andrew Charlwood, Head of Governance, andrew.charlwood@barnet.gov.uk 020 8359 2014

Summary

On 13th December 2022 a casual vacancy arose following the sad death of Councillor Melvin Cohen which altered the political balance of the Council. A By-Election was held in the Golders Green Ward on 16th February 2023 where a Conservative councillor was elected. The result of the By-Election requires the political balance of the Council to be re-calculated. Following a recalculation of political balance there is no requirement to reallocate committee seats to different political groups to achieve political balance overall.

Officers Recommendations

1. That Council note the political balance of the Council is:
 - 40 Members of the Labour Group;
 - 22 Members of the Conservative Group
 - 1 Independent Member
2. Council agree the allocation of seats as set out in the tables in Appendix A in order to comply with the political balance regulations requiring seats to be allocated proportionately to the political groups on Council.

1. WHY THIS REPORT IS NEEDED

- 1.1 On 13th December 2022 a casual vacancy arose in the Golders Green Ward following the sad passing of Councillor Melvin Cohen which has altered the political balance of the Council. A By-Election was held in the Golders Green Ward on 16th February 2023 where a Conservative councillor was elected. The result of the By-Election requires the political balance of the Council to be re-calculated. Details of the revised political balance of the Council is set out in Appendix A.
- 1.2 Following a recalculation of political balance there is no requirement to reallocate committee seats to different political groups to achieve political balance overall as detailed in Appendix A.

2. REASONS FOR RECOMMENDATIONS

- 2.1 A recalculation of political balance is required for the reasons set out in section 1.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 None.

4. POST DECISION IMPLEMENTATION

- 4.1 N/A. There is no requirement to reallocate committee seats to different political groups to achieve political balance overall.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

- 5.1.1 N/A

5.2 Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)

- 5.2.1 There are no resource implications.

5.3 Social Value

- 5.3.1 N/A

5.4 Legal and Constitutional References

- 5.4.1 As set out in Appendix A.

5.5 Risk Management

- 5.5.1 N/A

5.6 **Equalities and Diversity**

5.6.1 N/A

5.7 **Corporate Parenting**

5.7.1 N/A

5.8 **Consultation and Engagement**

5.8.1 N/A

5.9 **Insight**

5.9.1 N/A

6. BACKGROUND PAPERS

6.1 None

This page is intentionally left blank

Calculation of Political Balance (Proportionality)

The Council must allocate seats on Committees and other prescribed bodies to give effect to the political balance rules. The rules for the allocation of seats are set out in Sections 15 and 16 of the Local Government and Housing Act 1989 and Local Government Regulations 1990.

Section 15(5) of the Local Government and Housing Act 1989 sets out the principles as follows:

- a) that not all the seats on the body are allocated to the same political group;
- b) that the majority of the seats on the body is allocated to a particular political group if the number of persons belonging to that group is a majority of the authority's membership;
- c) subject to paragraphs (a) and (b) above, that the number of seats on the ordinary committees of a relevant authority which are allocated to each political group bears the same proportion to the total of all the seats on the ordinary committees of that authority as is borne by the number of members of that group to the membership of the authority; and
- d) subject to paragraphs (a) to (c) above, that the number of the seats on the body which are allocated to each political group bears the same proportion to the number of all the seats on that body as is borne by the number of members of that group to the membership of the authority.

For political balance, a group is required to have at least two members in order to be formally constituted as a political group.

The Council can only depart from these rules by passing a resolution with no member voting against the resolution.

The political proportionality rules also apply to those outside bodies dealing with local government matters to which the Council representatives.

This proportionality report is based on the principles described above. This report is requested to be agreed by Council to ensure the seats are allocated using the appropriate principles as based in law.

When calculating political balance, to comply with sections (c) and (d) of Section 15(5) of the Local Government and Housing Act 1989 it is usual practice to round up the seat allocation when the strict allocation comes above 0.5 and round down when the strict allocation comes below 0.5.

The political composition of the Council is as follows:

	Council	Labour	Conservative	Independent
Members	63	40	22	1
Percentage	100%	63.49%	34.92%	1.59%

Non-Politically Proportionate Bodies

Bodies to which proportionality does not or need not apply:

- Health and Wellbeing Boards – Section 15 of the Local Government and Housing Act 1989 (and Section 16 and Schedule 1), namely the duty to allocate seats on committees on a proportional basis to political groups, does not apply to Health and Wellbeing Boards under regulation 7 Part 2 of the Local Authority (Public Health, Health and Wellbeing Boards and Health Scrutiny Regulations 2013 SI 2013/218.
- Standards Committee – Council agreed on 8 December 2015 to waive the requirements under the Local Government and Housing Act 1989 for political balance for the Standards Committee, and that each of the two political Groups on the Council shall have two seats on the Committee (with two substitute members for each Group)
- Consultative bodies established for consultation with staff are not regarded as council committees subject to the political balance rules. Each has a special composition.
- The Council appoints or nominates Members to a variety of special statutory bodies, or informal or consultative bodies that are not council committees of the Council. The political balance rules do not apply to these bodies.

Regulation 16A Local Government (Committees and Political Groups) Regulations 1990 SI 1553/1990 provides an exception from the political balance requirements where a committee is established to discharge functions of the authority or to advise the authority or another committee of the authority in respect of any part of the area of the authority, and –

- (i) the authority is a county, district or London borough council; and
- (ii) the voting members of the committee consist solely of persons who are elected for electoral divisions or wards which are wholly or partly within that part; and
- (iii) the area of that part does not exceed two-fifths of the total area of the authority; or
- (iv) the population of that part, as estimated by the authority, does not exceed two-fifths of the total population of the area of the authority as so estimated.

This allows the Area Committees to be constituted on a Ward Member basis.

Achieving Political Balance:

An allocation of seats is set out in the table below. The number of Members, and any specific requirements of membership, are taken from the Council's Constitution, Article 7 (Committees, Forums, Working Groups and Partnerships):

Seat Allocations on Politically Proportional Bodies

COMMITTEE	NUMBER OF SEATS	LABOUR	CONSERVATIVE	INDEPENDENT
Policy & Resources	12	8 (7.62)	4 (4.19)	0 (0.19)
Children, Education and Safeguarding	11	7 (6.98)	4 (3.84)	0 (0.17)
Environment and Climate Change	11	7 (6.98)	4 (3.84)	0 (0.17)
Housing & Growth	11	7 (6.98)	4 (3.84)	0 (0.17)
Community Leadership & Libraries	11	7 (6.98)	4 (3.84)	0 (0.17)
Adults and Safeguarding	11	7 (6.98)	4 (3.84)	0 (0.17)
Licensing	12	8 (7.62)	4 (4.19)	0 (0.19)
Audit	6	4 (3.81)	2 (2.10)	0 (0.10)
Strategic Planning	9	6 (5.71)	3 (3.14)	0 (0.14)
Planning A	6	4 (3.81)	2 (2.10)	0 (0.10)
Planning B	6	4 (3.81)	2 (2.10)	0 (0.10)
Health Overview & Scrutiny	9	6 (5.71)	3 (3.14)	0 (0.14)
Constitution & General Purposes	9	6 (5.71)	3 (3.14)	0 (0.14)
Pension Fund	9	6 (5.71)	3 (3.14)	0 (0.14)
Urgency Committee	3	2 (1.90)	1 (1.05)	0 (0.05)
Chief Officer Appointment Panel	5	3 (3.17)	2 (1.75)	0 (0.08)
Total	141	92	49	0
Percentages	100%	65.24%	34.75%	0.00%

Seat Allocations on Non-Politically Proportional Bodies

Area Based Committees

Committee	Membership	Seat Allocations	
		Lab	Cons
North	8	5	3
East	8	5	3
West	8	6	2

Bodies where the political balance requirements have been waived

Committees
Local Pension Board
Local Strategic Partnership (Barnet Partnership Board)
Children's Partnership Board
Safer Communities Partnership Board

Special statutory bodies or informal or consultative bodies or committees where the Council has agreed that proportionality requirements have been waived – Membership requirements as detailed in Article 7.

Committee	Membership	Seat Allocations	
		Lab	Con
Standards	4	2	2

Committee	Membership	Seat Allocations	
		Lab	Con
Health & Wellbeing Board	3	3	0

RECOMMEND that:

- 1. Council note the political balance of the Council is:**
 - **40 Members of the Labour Group;**
 - **22 Members of the Conservative Group**
 - **1 Independent Member**
- 2. Council agree the allocation of seats as set out in the tables above in order to comply with the political balance regulations requiring seats to be allocated proportionately to the political groups on Council.**

Barnet - Schedule of Meetings 2023/2024 – May 2023 to July 2024

	MON	TUES	WED	THUR	FRI	MON	TUES	WED	THUR	FRI	MON	TUES	WED	THUR	FRI	MON	TUES	WED	THUR	FRI	MON	TUES	WED	THUR	FRI		
MAY	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31			MAY	
MAY	BANK HOLIDAY	Extra Council							CLLC HWBB				HOSC	Group Meeting			Annual Council										2023
				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30	JUN	
JUN						Planning A	O&S Ctte	A&S Sub-Ctte	C&E Sub-Ctte			Strategic Planning		North Area		West Area	East Area	Planning B			JHOSC Cabinet		Local Pension			2023	
	3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31					JULY	
JUL Y		Pension Fund	CPAP	Group Meeting		Planning A	Council		HWBB		GARMS	Cabinet	Strategic Planning	Lic & Gen Purp	SCPBB	BCP		Planning B	Welsh Harp							2023	
		1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31		AUG	
AUG																										2023	
					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	SEPT	
SEP T						O&S Ctte	Cabinet	Planning A			JHOSC	Strategic Planning		North Area		West Area	East Area	A&S Sub-Ctte	C&E Sub-Ctte			Local Pension	Planning B	HWBB		2023	
	2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31				OCT	
OCT	Cons Conf	Cons Conf	Cons Conf CPAP	Planning A		Lab Conf	Lab Conf	Lab Conf	Group Meeting		GARMS	Council	Cabinet					Planning B		SCPBB		Strategic Planning				2023	
			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30		NOV	
NOV				Pension Fund		Planning A	O&S Ctte		Lic & Gen Purp		JHOSC	Cabinet	Strategic Planning	BCP		Local Pension		Planning B	Welsh Harp			GARMS				2023	
					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	DEC	
DEC						Planning A						Cabinet	Strategic Planning			Planning B										2023	
	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31			JAN	
JAN						Planning A		CPAP	Pension Fund		C&E Sub-Ctte	Cabinet	Strategic Planning	HWBB GARMS	SCPBB	North & East Area	O&S Ctte	A&S Sub-Ctte	Group Meeting		JHOSC West Area	Council	Planning B			2024	
				1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29		FEB	
FEB						Planning A	Cabinet		Lic & Gen Purp								Strategic Planning	CPAP	Group Meeting			Budget Council	Planning B	BCP		2024	
					1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29	MAR	
MAR						Planning A	O&S Ctte	A&S Sub-Ctte	C&E Sub-Ctte		Local Pension	Cabinet	Strategic Planning	HWBB		JHOSC	Welsh Harp		North Area		West Area	East Area	Planning B		BANK HOLIDAY	2023	
	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	1	2	3	APRI	
APR						Planning A	O&S Ctte		BCP		GARMS	Cabinet	Strategic Planning	Pension Fund					Planning B	SCPBB						2024	
			1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31	MAY	
MAY			CPAP	GLA Elections			Planning A		HWBB			Cabinet	A&S Sub-Ctte	Group Meeting			Annual Council	Planning B								2024	
						3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	JUN	
JUN E						Planning A	O&S Ctte	A&S Sub-Ctte	C&E Sub-Ctte								Cabinet	Strategic Planning	North Area		West Area	East Area	Planning B	Lic & Gen Purp		AGEND	
	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31	1		JULY	
JUL	GARMS			Pension Fund		Planning A			HWBB Group Meeting		Local Pension	Council	Strategic Planning				Cabinet	Planning B	BCP	SCPBB						2022	
	MON	TUES	WED	THUR	FRI	MON	TUES	WED	THUR	FRI	MON	TUES	WED	THUR	FRI	MON	TUES	WED	THUR	FRI	MON	TUES	WED	THUR	FRI		

Please see overleaf for explanatory notes and key to abbreviations. Some meetings are not public meetings and are for Members and Officers. Orange shading: school holidays. Diagonal shading: religious holiday.

Barnet - Schedule of Meetings 2023/2024 – May 2023 to July 2024

Committee	May 2023	Jun	July	Aug	Sep	Oct	Nov	Dec	Jan 2024	Feb	Mar	Apr	May	June	July	Total
Council	(AC) 23		11			17			30	(B) 27			(AC) 21		16	7
Group Meetings	18		6			12			25	22			16		11	7
Cabinet		26	18		5	18	14	12	16	6	12	16	14	18	23	13
Overview & Scrutiny Committee		6			4		7		23		5	9		4		7
Children & Education Overview & Scrutiny Sub-Committee		8			21				15		7			6		5
Adults & Health Overview & Scrutiny Sub-Committee		7			20				24		6		15	5		6
Health Overview & Scrutiny Committee (<i>expires 23 May 2023</i>)	17															1
Joint Health Overview and Scrutiny Committee		26			11		13		29		18					5
East Area Committee		20			19				22		26			25		5
North Area Committee		15			14				22		21			20		5
West Area Committee		19			18				29		25			24		5
Governance, Audit, Risk Management & Standards			17			16	27		18			15			1	6
Licensing & General Purposes Committee			20				9			8				27		4
Local Pensions Board		28			26		20				11				15	5
Pension Fund Committee			4				2		11			18			4	5
Planning Committee A		5	10		6	5	6	4	8	5	4	8	7	3	8	13
Planning Committee B		21	26		27	25	22	18	31	28	27	25	22	26	24	13
Strategic Planning Committee		13	19		12	31	15	13	17	20	13	17		19	17	12
Community, Leadership and Libraries Committee (<i>expires 23 May 2023</i>)	11															
Barnet Children's Partnership Board			24				16			29		11			25	5
Health & Wellbeing Board	11		13		28				18		14		9		11	7
<i>Local Strategic Partnership TBC</i>																
Safer Communities Partnership Board			21			27			19			26			26	5
Welsh Harp Joint Consultative Forum			27				23				19					3
<i>West London Economic Prosperity Board TBC</i>																
Corporate Parenting Advisory Panel			5			4			10	21			1			5
<i>Schools Forum TBC</i>																
Conservative Conference						2/3/4										
Labour Conference						9/10/11										
Total	5	12	14		13	9	12	4	18	9	14	9	8	11	12	149

Barnet - Schedule of Meetings 2023/2024 – May 2023 to July 2024

Key to Abbreviations		Bank Holidays		Other Notable Dates				
Meetings start at 7pm unless otherwise stated		Holiday	2023	2024	Holiday	2023	2024	Religion
* are not open to the public, ^ are virtual		New Year's Day Holiday	Monday 2 January (NYD falls on a Sunday)	Monday 1 January	Holocaust Memorial Day	27 January (Fri)	27 January (Sat)	**
Council	= Full Council	Good Friday	7 April	29 March	Pesach (Passover)	Apr 5-7 Wed-Fri Apr 8-11 Sat-Tue Apr 11-13 Tu-Th	Apr 22-24 Mo-We Apr 25-28 Th-Su Apr 28-30 Su-Tu	Jewish*
Group Meetings	= Party Group Meetings for Council	Easter Monday	10 April	1 April	Shavuot (Pentecost)	May 25-27 Th-Sa	Jun 11-13 Tu-Th	Jewish*
CLLC	= Community, Leadership and Libraries Committee (<i>expires 23 May 2023</i>)	May Day	1 May 8 May (Kings Coronation)	6 May	Rosh Hashana (Jewish New Year)	Sep 15-17 Fr-Su	Oct 2-4 We-Fr	Jewish*
HWBB	= Health and Wellbeing Board	Spring Holiday	29 May	27 May	Yom Kippur (Day of Atonement)	Sep 24-25 Su-Mo	Oct 11-12 Fri-Sa	Jewish*
HOSC	= Health, Overview and Scrutiny Committee (<i>expires 23 May 2023</i>)	Summer	28 August	26 August	Sukkot (Tabernacles)	Sep 29-Oct 1 Fr-Su Oct 2-6 Mo-Fri	Oct 16-18 We-Fri Oct 19-23 Sa-We	Jewish*
O&S Ctte	= Overview & Scrutiny Committee	Christmas	Monday 25 December	Wednesday 25 December	Shmini Atzeret	Oct 6-7 Fr-Sa	Oct 23-24 Th-Fr	Jewish*
A&S Sub-Ctte	= Adults & Health Overview & Scrutiny sub-Committee		Tuesday 26 December Boxing Day	Thursday 26 December	Simchat Torah	Oct 8 Su	Sat 25 Oct	Jewish*
C&E Sub-Ctte	= Children & Education Overview & Scrutiny sub-Committee	Party Conferences	2023-2024*		Eid ul Fitr (Eid)	Apr 22 Sat	Apr 10 Wed	Muslim
JHOSC	= North Central London Joint Health Overview & Scrutiny Committee	Party conference dates to be avoided where possible.			Eid al-Adah	Jun 29 Thu	Jun 17 Mon	Muslim
CPAP	= Corporate Parenting Advisory Panel	Conservative (Start of October)	1 October to 4 October 2023		Diwali/Deepavali	Nov 12 Sun	Nov 1 Fri	Hindu
Lic & Gen Purp	= Licensing & General Purposes Committee	Labour & Co-Operative (End of September)	8 October to 11 October 2023		Religious dates where meetings can be held, but should be avoided			
BCP	= Barnet Children's Partnership Board	Liberal Democrat (Mid-September)	23 September to 26 September 2023		Maundy Thursday	Apr 6 Thu	Mar 28 Thu	Christian
SCPB	= Safer Communities Partnership Board	LGA Annual Conference (Early July)	4 July to 6 July 2023		Purim	Mar 6-7 Mon-Tue	Mar 23-24 Sat-Sun	Jewish*
GARMS	= Governance, Audit, Risk Management & Standards Committee	School Term Dates	2023-2024	2024-2025	Chanukah	Dec 8-15 Fri-Fri	Dec 26-Jan 2 Thu-Thu	Jewish*
		Summer	17 April to 21 July 2023 (Half Term: 29 May - 2 June 2023)	15 April to 24 July 2024 (Half Term: 27 May - 31 May 2024)	*Holidays begin at sundown on the first date specified and end at nightfall on the last date specified. Dates listed first are <i>yom tov</i> , so they have similar obligations and restrictions to Shabbat in the sense that normal "work" is forbidden.			
		Autumn	4 September to 21 December (Half term: 23 October - 27 October 2023)		<ul style="list-style-type: none"> Jewish holidays: https://bod.org.uk/ Non-Jewish: https://www.timeanddate.com/holidays/uk/2024 			
		Spring	8 January to 28 March 2024 (Half term: 12 February - 16 February 2024)	Source:https://www.barnet.gov.uk/schools-and-education/school-term-and-holiday-dates	** Holocaust Memorial Day (HMD) Hertsmere Borough Council does not hold our event on a Friday, Saturday or Sunday. It is held on either the Monday, Tuesday, Wednesday or Thursday nearest to the date.			

This page is intentionally left blank