

PLANNING & HOUSING OVERVIEW & SCRUTINY PANEL

TUESDAY, 29TH JANUARY, 2019

At 5.30 pm

in the

DESBOROUGH 4 - TOWN HALL,

SUPPLEMENTARY AGENDA

PART I

<u>ITEM</u>	<u>SUBJECT</u>	<u>PAGE NO</u>
4.	<u>BUDGET 2019/20</u> To comment on the Cabinet report.	3 - 38

This page is intentionally left blank

Report Title:	Budget Report 2019/20
Contains Confidential or Exempt Information?	NO - Part I YES - Part II Appendix T not for publication by virtue of Paragraphs 1,2,3 and 4 of Part I of Schedule 12A of the Local Government Act 1972.
Member reporting:	Councillor Saunders, Lead Member for Finance
Meeting and Date:	Cabinet - 7 February 2019
Responsible Officer(s):	Russell O'Keefe, Acting Managing Director & Rob Stubbs, Deputy Director and Head of Finance
Wards affected:	All

www.rbwm.gov.uk



REPORT SUMMARY

1. The budget for 2019/20 has been set against a national backdrop of continuing political uncertainty, including the impact of Brexit, Increasing demand and costs of social care in both adults and children's services. This is a resilient budget and increasing reserves to counter this uncertainty is prudent.
2. Councils nationally are having to continue to bridge the budget gap through cuts to libraries, parks maintenance, refuse collection and many other important services. National demand for new homes continues, especially for affordable and social housing
3. For the Royal Borough, widespread regeneration is underway, primarily in Maidenhead to rejuvenate the town centre as THE place to live, work, play and shop. Further opportunity to retain more Business Rates and the burden of Negative Revenue Support Grant compensated for by Government.
4. The Royal Borough will see refreshed Officer Leadership and upcoming Local Elections to continue and reinforce efficiency, innovation and Putting Residents First.

Key financial, service and investment messages:

- Base Council Tax increasing by 2.99% to £961.33 Band D still remaining the lowest outside London;
- Adult Social Care Levy to remain unchanged at £74.74 Band D; additional funds from this levy and other grants have totalled £20.7m since 2015/16 with additional spend on Adult Social Care £21.4m during the same period.

Revenue budget review 2018/19:

- Current year forecast 2018/19 : Service spend net £79.1m, £3.2m above budget including :
 - Children's services gross spend above budget £3.9m, predominantly for children-in-care;
 - Resident Advantage Card parking charge discounts £0.7m;
 - RBWM staff pay rewards £0.6m, £0.1m above budget;
 - pension deficit payment £3.2m, £0.7m above budget;
 - redundancy costs £0.7m;

- net spend on the Royal Weddings £0.1m;
- financing the cost of borrowing £5.5m;
- business rates retention £4.4m;
- general reserves £8.2m, a reduction during 2018/19 of £0.7m and £2.3m above the recommended minimum level.

Proposed budget 2019/20:

- Increased service spend net £81.5m, including increases of £11.2m on the 2018/19 revenue budgets (including inflation and pay reward) along with reductions of £6.8m. Other targeted efficiencies and investments include;
 - children's and adult services needs £4.3m, primarily for children-in-care;
 - reduced parking income £1.3m, mainly for Resident Advantage Card discounts;
 - weekly bin collections and recycling contracts £1.0m;
 - environmental health, enforcement, CCTV, Community Wardens and tree inspections £0.8m;
 - libraries, leisure centres, Norden Farm, the Guildhall and York House Windsor Resident access £0.5m;
 - bus route subsidies £0.2m;
 - other investments £1.9m.

Reductions of £6.8m in the revenue budgets including:

- additional grant income and targeted efficiencies in children's services £3m;
- targeted efficiencies in the delivery of adult, home care and public health services £1.1m;
- additional parking contract, enforcement and other charges without a Resident Advantage Card £0.8m;
- new property related income £0.5m
- reduced number of Councillors and related costs £0.2m;
- targeted efficiencies in community services £0.3m;
- additional planning fee income £0.1m
- staffing changes £0.8m

Other targeted efficiencies and investments

- maintaining the £0.3m budget for grants to community organisations;
- pension deficit payment £4.0m;
- redundancy costs £0.7m;
- interest costs £5.9m;
- business rates retention £2.2m;
- general reserves £11.7m, an increase during 2019/20 of £3.5m and £5.9m above the recommended minimum level.

New gross capital investment of £25.7 million (£14.9m net) including:

- £12.7m in highways funded partly by government grants of £2.8m and including :
 - £850,000 Elizabeth Bridge Windsor refurbishment;
 - £300,000 Vicus Way & Tinkers Lane improvements;
 - £240,000 Boulters Lock Car Park extension;

- £180,000 Dedworth road improvements;
- £100,000 Cookham Bridge refurbishment;
- £11m other road, bridge and pavement improvements; including £1.4m on Maidenhead missing links, £1.9m on resurfacing, £3m on Maidenhead interchange and car park and £2.1m on Maidenhead local plan site works.
- £2.9m in other community infrastructure, council property and planning including :
 - £500,000 Borough’s income generating commercial properties;
 - £300,000 infrastructure delivery plans;
 - £150,000 Guildhall enhancements;
 - £100,000 Windsor place-making improvements;
 - £1.8m other capital investments
- £10.1m in Resident facilities including :
 - £600,000 Clewer Memorial Pavilion and Dedworth Village Café;
 - £430,000 existing leisure centre improvements;
 - £350,000 Ockwells Park enhancements;
 - £300,000 Borough’s public trees;
 - £150,000 Battlemead Common enabling works;
 - £63,000 The Old Court Windsor improvements;
 - £84,000 Maidenhead Library enhancements;
 - £3.6m other capital investments.
 - £4.5m of new investment in various schools partly funded by government grants.

5. Together with brought forward capital spend on previously approved investments, plus estimated capital investments likely to come forward for approval during 2019/20, it is projected that total Council borrowing could increase from the £57 million forecast at the end of 2018/19 up to £80.4 million at the end of 2019/20.

6. Projected capital receipts from the Council’s property regeneration projects, predominantly in Maidenhead, and from government grants and developer contributions exceed current and all projected capital investment borrowing, leaving the Council debt free in the medium term future, should it wish to be so.

7. The table below shows the projected forecast for 2018/19 as reported to January 2019 cabinet in the finance update compared with the changes proposed in the budget for 2019/20.

Additional: £0.0m	Reported Forecast in 1819	Total Change Budgeted in 1920
	£'000	£'000
Costs due to Growth by Service Areas:		
Communications & Marketing	0.2	0.0

Human Resources	0.3	0.4
Law & Governance	0.1	0.2
Commissioning & Support	0.0	0.3
Commissioning - Communities	0.1	0.0
Parking	1.2	1.3
Waste	0.2	1.0
AfC Contract - Children's Services	3.4	3.6
AfC Contract - Dedicated Schools Grant	0.2	0.0
Children's Services - Retained	0.6	0.1
Dedicated Schools Grant - Retained	0.3	0.0
Adult Social Care - Spend	0.0	0.1
Public Health	0.0	0.1
Revenues & Benefits	0.5	1.0
Communities, Enforcement & Partnerships	0.4	1.0
Library & Resident Services	0.2	0.3
Executive Director of Place	0.0	0.2
Property Services	0.0	0.9
ICT	0.0	0.1
Costs due to Growth all Service Areas	7.7	10.6
Costs due to Inflation all Service Areas	0.0	0.8
Grant Income all Service Areas	(0.5)	(1.3)
Cost Reductions by Service Areas:		
Management	0.0	(0.2)
Communications & Marketing	0.0	(0.1)
Human Resources	(0.1)	0.0
Law & Governance	(0.1)	(0.3)
Commissioning & Support	(1.3)	(0.6)
Commissioning - Communities	(0.2)	(0.2)
Parking	(0.1)	(0.7)
AfC Contract - Children's Services	(0.9)	(1.7)
Adult Social Care	(0.3)	(1.1)
Revenues & Benefits	(0.1)	(0.1)
Communities, Enforcement & Partnerships	(0.2)	(0.3)
Library & Resident Services	(0.2)	(0.3)
Housing	(0.2)	(0.3)
Planning Service	(0.1)	(0.1)
Property Service	(0.1)	(0.6)
Finance	(0.1)	(0.1)
ICT	0.0	(0.1)
Cost Reductions all Service Areas	(4.0)	(6.8)
Service Net Expenditure	3.2	3.3
Pay Award	0.1	(0.2)
Non Service Costs		
Capital Financing	0.0	0.4
Revenue contributions to/(from) Capital	0.0	(1.1)
Pensions Deficit Recovery	0.8	1.6
Business rate income	(4.4)	(0.9)
New Homes Bonus	0.0	0.6

RBWM Property Company Limited	0.0	(0.1)
Collection fund	0.0	(4.4)
Royal Wedding Costs	0.1	0.0
Fire Inspections	0.1	0.0
Heathrow Judicial review	0.1	0.0
Redundancy Costs	0.7	0.7
From/to reserves	0.0	(3.4)
Decrease(Increase) in General Fund	0.7	(3.5)
Reserve balance	8.2	11.7

1. DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That Cabinet notes the report and approves the:

- i) **Detailed recommendations contained in Appendix A which includes a base council tax at Band D of £961.33, including a 2.99% increase of £27.91.**
- ii) **Adult social care precept to remain unchanged at £74.74.**
- iii) **Fees and charges contained in Appendix D.**
- iv) **Capital strategy in Appendix G.**
- v) **Capital programme, shown in Appendices H & I, for the financial year 2019/20.**
- vi) **Prudential borrowing limits set out in Appendix L.**
- vii) **Business rate tax base calculation, detailed in Appendix P, and its use in the council tax requirement in Appendix A.**
- viii) **Deputy Director and Head of Finance in consultation with the Lead Members for Finance and Children's Services to amend the total schools budget to reflect actual Dedicated Schools Grant levels once received.**
- ix) **Delegation to the Deputy Director and Head of Finance and Lead Member for Finance to include the precept from the Berkshire Fire and Rescue Authority once the precept is announced.**

2. REASON(S) FOR RECOMMENDATION(S) AND OPTIONS CONSIDERED

- 2.1 The Council is obliged to set a council tax for the forthcoming financial year in order to provide sufficient revenue to carry out its statutory duties. The budget set for 2019/2020 confirms the administration's commitment to continue to deliver quality services for residents whilst demonstrating value for money.
- 2.2 The Royal Borough spends around £275 million through the general fund annually. Day to day council expenditure is funded through council tax, business rate, government grants, income from fees and charges and third party contributions. Around £86 million of this is spent on, and is ring-fenced to, schools.

Provisional Local Government Finance Settlement 2019/20

2.3 The 2019/2020 local government financial settlement announced the core spending power figures for the period 2019/2020 in line with the four year settlement agreed to in 2016/17. Key items and the impact on the Borough's finances include:

- Business rate retention pilot
- New home bonus
- Negative revenue support grant
- Council tax threshold

Business rate retention pilot

2.4 Berkshire local authorities were successful in securing business rates retention pilot status for a second year. Subject to final confirmation this will increase income by between £2 million to £3 million for 2019/20.

2.5 As in the previous year an element of the income will go to the Thames Valley Berkshire Local Enterprise Partnership for the delivery of infrastructure across the County.

New Homes Bonus

2.6 The Council receives an incentive for producing housing growth; which is based on housing growth above a minimal level of 0.4%. This will again be set at 0.4% for 2019/20 equating to 273 properties for the Borough. The council is expected to receive £2.1 million as part of the financial settlement.

Negative Revenue Support Grant

2.7 Negative Revenue Support Grant (a general grant given from central government to contribute towards services costs) arose as part of the four year settlement from 2016/17 to 2019/20. It is defined as a 'downward adjustment of an authority's business rates top-up and tariff'. For the Royal Borough it happens when central government funding reductions exceeds the available amount of RSG that it would receive meaning that the reduction has to be sought from our retained business rates share. This impact could have been an additional pressure of around £2 million across the council.

2.8 Lobbying of central government has taken place and this risk has now been allayed as part of the local government finance settlement. The national total of negative RSG that those local authorities affected have been compensated for is £153 million.

Council tax thresholds

2.9 Local authorities are allowed to increase their core Band D council tax by up to 3% without the requirement to undertake a referendum of its residents. The Council, if approved, will increase base council tax by 2.99%.

Adult social care precept

2.10 In 2017/18 an additional adult social care precept was made available to local authorities to add, up to a maximum of 6% over the period between 2017/18 and 2019/20. The Royal Borough applied the full amount of the precept over the past two years. Regulations surrounding the application of the adult social care precept remain unchanged. Therefore no further increase in the precept will be applied in 2019/20.

Schools budgets

2.11 The Dedicated Schools Grant (DSG) is made up of four blocks of funding: Schools, High Needs, Early years and the Central school services block.

- 2.12 The planned deficit to be carried forward to 2019/20 is £1.3 million. Significant pressure remains in the high needs block and following funding announcements from the Department for Education, based on current cohort of provision and early indications of future demand the deficit to be carried forward to 2020/21 could increase by £0.5 million to £1.8 million.
- 2.13 In order to contain and eradicate this pressure a recovery plan including the following themes is being implemented:
- Reducing the number of out of borough placements and assessing effectiveness of performance
 - Expanding the current transitional programme for delivering alternative provision within schools
 - Continuing with cost control measures such as rejecting top up increment requests from non-maintained special schools, and reviewing the impact of high cost provision
 - Promoting independence and use of the local education offer, managing increasing demand for services through early intervention
- 2.14 The Indicative settlement for the Royal Borough for 2019-20 (including Academy schools) is £116.5 million, an increase of £2.4 million when compared to the 2018-19 final settlement. This is due, in the main, to increases in the schools block of £2 million reflecting rising pupil numbers in the secondary sector and the introduction of the new formula for the pupil growth fund.
- 2.15 Included in the settlement each local authority has been allocated additional high needs funding above the formula block allocation to assist in managing the pressures relating to special education provision for those with the most complex needs. The Royal Borough has been awarded a grant of £368,000, in both 2018/19 and 2019/20. The funding has been allocated on the basis of the ONS projections for the 2 to 18 year old population in each local authority.
- 2.16 In 2019/20 RBWM schools are to receive additional grant funding to contribute towards the cost of teachers pay. The Teachers Pay Grant is to be allocated on a per pupil basis; primary and nursery school rate is set at £29.14, secondary at £46.94 and special at £116.89.
- 2.17 The school formula minimum funding guarantee continues at the same level as 2018-19, meaning that no school will see more than a 1.5% per pupil reduction in its formula budget when compared to the 2018-19 allocations.

Other financial matters

Fees and charges

- 2.18 The proposed fees and charges for the year 2019/2020 are shown in Appendix D. Generally charges are designed to increase by the rate of inflation (RPI) announced by the Bank of England for September or benchmarked against similar authorities. The rate of inflation for September 2018 was 3.3%.

Savings and efficiencies

- 2.19 The council has identified £6.8 million of service and non-service savings listed in appendix E. These reductions will be achieved by finding alternative and more cost effective ways of delivering services and the realignment of budgets to confirm a robust base budget.

Council Tax

- 2.20 In 2018/19, the Band D combined base council tax and adult social care precept was £1,008 which was £419 below the national average for Unitary Authorities (£1,427). The Council continues to have the lowest level of council tax outside London.
- 2.21 This budget proposes an increase of 2.99% in council tax, below the level of inflation announced in September 2018. For 2019/20 no adult social care precept can be applied and therefore no further increase is proposed.

Capital programme

- 2.22 The council's capital expenditure is separate to revenue expenditure on day to day services and is funded from a mix of government grants, capital receipts from the sale of assets and contributions from third parties.
- 2.23 A number of regeneration initiatives will require council funding. Each scheme will have its own financing and governance structure which will report directly to the Council.
- 2.24 The council has, as in recent years, continued to avoid additional borrowing and related interest costs by funding some capital investments from available cash balances. In doing so there is an anticipation that substantial capital receipts will be forthcoming from the Maidenhead regeneration programme over the short to medium term (five to ten years).
- 2.25 In considering the borrowing expectations to support the capital programme for 2019/20 it is necessary to take into account other capital schemes that are likely to come forward for approval during the year. Schemes likely to come forward for approval during the year that do not form part of the capital programme are anticipated to require funding of around £35 million and are shown in appendix J. The anticipated forecast debt position for 2018/19 has altered throughout the year and this is also shown within appendix J.

Capital financing

- 2.26 The Head of Finance has responsibility for financing the capital programme in the most cost effective way. The proposed capital programme for 2019/20 requires £14.9 million of Council funding (see Appendices H and I). The use of recycled Minimum Revenue Provision and any capital receipts generated will reduce the impact on the capital financing requirement.
- 2.27 The forecast programme, including other proposals likely to come forward during the year increases the capital financing requirement by £51.1 million. The capital financing requirement is a measure of the council's need to borrow to be able to finance its capital spend. The capital financing requirement for 2019/20 is £200.4 million.
- 2.28 All resolutions required to comply with the Prudential Code are in line with the Treasury Management policy approved by Cabinet in February 2010.

Treasury management

- 2.29 The current Treasury Management policy was approved by Cabinet in February 2010 and varied in June 2010. The Treasury Management Strategy now forms part of a standalone report to be approved by Cabinet annually. The list of counterparties (those we can enter into financial transactions with for treasury management purposes) the council is able to use is shown in Appendix K.

Capital strategy

- 2.30 From 1 April 2019 there is a new Prudential Code requirement for full council to approve an annual capital strategy. The prudential code is published by CIPFA (Chartered Institute of Public Finance and Accountancy) and underpins the system of capital financing. The strategy sets out the long term context in which capital expenditure and investment decisions are made. Appendix G details the capital strategy.
- 2.31 The Royal Borough has, with Actuary and External Audit approval, prepaid its pension fund contributions using a net present value calculation, this results in benefit equivalent to 2.7% on the prepayment in its revenue account.
- 2.32 The budget assumes that the Council will earn £165,000 on its investments in 2018/19.

Business rates reliefs

- 2.33 During 2018/19 it is expected that the council will have supported 897 businesses and awarded over £880,000 through its discretionary business rate reliefs. The Council intends to continue, as in previous years, to maintain all locally controlled discretionary business rate reliefs for 2019/20 to business falling into various categories.

Collection fund balances

- 2.34 The Council collects approximately £87 million from Council Tax and £94 million from business rates. The Council must declare the likely balance on the council tax collection fund at 31 March 2019 as estimated in November 2018 and any balance to be shared between the Council, the Police and Crime Commissioner for Thames Valley and the Berkshire Fire and Rescue service. On the appointed day the Council's share was declared at a deficit of £0.454 million.
- 2.35 Under the Localisation of Business Rates legislation the Council is now required to prepare a similar statement of the business rates. This statement shows a surplus of £3.545 million.

General fund reserves

- 2.36 The forecast outturn position for the council in 2018/19 shows an overspend compared to the budget of £1,721,000, based on the January finance update presented to Cabinet. It is clear that there are significant underlying cost pressures within the budget for 2018/19 including children's placement costs (see Appendix Q) and pressure on car parking income (see Appendix R). These have all been duly considered as part of this budget submission.
- 2.37 The Royal Borough has also been awarded several one-off funding streams for 2019/20 which, because of their one-off nature, will be included in the reserves figure.
- 2.38 Taking account of the forecast end of year position for 2018/19 and including one-off items declared in the budget announcement the Council's General Fund Reserves are estimated to be £11.7 million.
- 2.39 The general fund reserves are held as a contingency to meet unforeseen events and the minimum level is informed by a budget risk analysis. This analysis is detailed in appendix O and shows the minimum level of reserves that need to be maintained to deal with potential risks over a period of 18 months.

2.40 The minimum level has been calculated to be £5,810,000 which is significantly lower than the expected forecast end of year position of £8,238,000 for 2018/19. This means the council is in a strong position to deal with the risks it faces for the forthcoming year.

2.41 In setting the budget the following options have been considered, see table 1.

Table 1: Options

Option	Comment
Approve the proposals in this report. Recommended option	The Council is obliged to set a Council Tax for the forthcoming year in order to provide sufficient revenue to carry out its statutory duties.
Approve a modified budget with a higher level of net revenue spend and council tax. Not recommended	A net increase in revenue expenditure of £638,000 would require an increase in council tax of 1%. Increases representing an increase of 3% or more in council tax would require a referendum.
Approve a modified budget with a lower level of net revenue spend and council tax. Not recommended	Any proposals to reduce net expenditure would need to be accompanied by specific proposals so that Council could be assured that priority services are maintained.
Approve a modified capital programme. Not recommended	Any proposals to adjust the capital programme needs to consider available funding. Any proposal that is not supported by grant or developer contributions will need to be funded from council resources and as such will have a revenue implication in the shape of financing costs.

3. KEY IMPLICATIONS

Table 2: Key Implications

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
Services delivered within approved budget	Budget overspend >£250,000	Budget variance +/- £250,000	Budget underspend >£250,000 <£500,000	Budget underspend >£500,000	31 March 2019

4. FINANCIAL DETAILS / VALUE FOR MONEY

4.1 The Borough's external auditors KMPG confirmed in their work on the 2017/18 accounts that the Council had "proper arrangements to secure economy,

efficiency and effectiveness in its use of resources for the year ended 31 March 2018”.

LEGAL IMPLICATIONS

- 4.2 The Local Government Act 2003 requires the Chief Financial Officer (Deputy Director and Head of Finance) to report to Members as part of the budget setting process, on setting the level of council tax, the robustness of the budget presented and the adequacy of reserves. Appendix O sets out the main risks that may fall to be met from reserves and for which provision should be retained in the Council’s account.
- 4.3 The budget has to be set in accordance with statutory requirements which include assurance from Executive Directors that they have sufficient resource available to fulfil their various statutory obligations.

5. RISK MANAGEMENT

- 5.1 In producing any budget there is an element of risk that the estimates will be insufficient due to the demand led services that the council provides. In setting the budget every effort has been made to ensure these demand led budgets have some recognition of the potential for an increase in the number of vulnerable residents that the council supports.
- 5.2 A number of areas proved problematical in terms of forecasting potential demand in 2018/19. These areas, primarily children’s placements and car parking income, have undergone some significant analysis. More detail behind these calculations and forecasts can be found in appendices Q and R.

6. POTENTIAL IMPACTS

- 6.1 This report contains a number of proposals related to staff or service provisions and may involve changes to policy or service delivery. Equality impact assessments have been completed where appropriate.

7. CONSULTATION

- 7.1 Consultations have taken place with the local chambers of commerce in February 2019. The Leader of the Council and several Cabinet Members attended, together with officers. The meetings served to consult on the proposals within this paper.
- 7.2 Consultation has also taken place with the Leader of the Opposition, the Lead Member for Finance and officers, this meeting served to consult on the proposals within this paper.
- 7.3 Overview and Scrutiny Panels have received the report. Comments from each will be detailed below.

8. TIMETABLE FOR IMPLEMENTATION

- 8.1 Residents will be notified of their council tax in March 2019. Budgets will be in place and managed by service managers from 1 April 2019.

Table 3: Implementation timetable

Date	Details
By 31 March 2019	Residents notified of their council tax.
1 April 2019	Budgets will be in place and managed by service managers.

9. APPENDICES

9.1 This report is supported by 18 appendices:

- Appendix A - Recommendations
- Appendix B - Budget summary
- Appendix C - Budget detail - (Place directorate detail only)
- Appendix D - Fees and charges – (Place fees and charges only)
- Appendix E - Growth/Savings – (Planning and Housing only)
- Appendix F - Parish precepts – (Corporate O&S only)
- Appendix G - Capital strategy – (Corporate O&S only)
- Appendix H - Capital programme summary – (Corporate O&S only)
- Appendix I - Capital programme detail – (Place directorate only)
- Appendix J - Major capital schemes to come forward - Capital cashflow - (Corporate O&S only)
- Appendix K - Lending list – (Corporate O&S only)
- Appendix L – Prudential indicators – (Corporate O&S only)
- Appendix M - Budget movement statement – (Corporate O&S only)
- Appendix N - Medium term financial plan – (Corporate O&S only)
- Appendix O – Minimum level of reserves – (Corporate O&S only)
- Appendix P - National non-domestic return 1 – (Corporate O&S only)
- Appendix Q - Children’s placement forecast – (Corporate services & Children’s services O&S only)
- Appendix R - Car parking income forecast – (Corporate O&S and Env’t, Highways & Transport O&S)
- Appendix S - Optalis savings forecast and investment strategy – (Corporate O&S and Adults&Health O&S only)
- Appendix T – Part II Appendix – (Corporate, Children’s, Env’t, Highways&Transport, Adults&Health, Culture & Communities O&S only)

10. BACKGROUND DOCUMENTS

10.1 None

11. CONSULTATION (MANDATORY)

Name of consultee	Post held	Date sent	Date returned
Cllr Saunders	Lead Member for finance and economic development	11/01/19	14/01/19
Cllr Dudley	Leader of the Council	11/01/19	14/01/19
Russell O’Keefe	Acting Managing Director	11/01/19	14/01/19
Elaine Browne	Interim Head of Law and Governance	11/01/19	

Name of consultee	Post held	Date sent	Date returned
Nikki Craig	Head of HR and Corporate Projects	11/01/19	14/01/19
Louisa Dean	Communications	11/01/19	
Andy Jeffs	Executive Director	11/01/19	14/01/19
Kevin McDaniel	Director of Children's Services	11/01/19	14/01/19
Angela Morris	Director of Adult Social Services	11/01/19	
Hilary Hall	Deputy Director of Commissioning and Strategy	11/01/19	11/01/19
	Other e.g. external		

REPORT HISTORY

Decision type:	Urgency item?	To Follow item?
Key decision	No	Not applicable
Report Author: Rob Stubbs, Deputy Director and Head of Finance, 01628 796222		

BUDGET 2019/20**RECOMMENDATIONS**

The Council is required, by law, to make some of its resolutions regarding the budget and the setting of Council Tax in a prescribed format. Due to their technical nature, a short explanation is included in italics under each part of the resolution. It is important to ensure that all the necessary areas are covered and Council is asked, therefore, to make resolutions in the form set out below:-

- a) i) That the revenue estimates for 2019/20, which show the direct costs of the following service areas as set out in Appendix B & C, together with the approved estimates for 2018/19 be confirmed (or amended) for inclusion in the Budget Book: -

SERVICE AREA	Estimate 2018/19 £000	Estimate 2019/20 £000
Managing Director's Directorate	64,533	73,006
Communities Directorate	11,779	5,448
Place Directorate	1,467	2,701
Contribution to/(from) Earmarked Reserve	5	3,458
Apprentice Levy	0	
Estimated cost of Pay Inflation	500	300
Environment Agency	156	159
Capital Financing inc Interest Receipts	5,523	4,778
Other adjustments	2,428	4,017
	86,391	93,867

(Explanatory Note: These figures are the direct costs less income of each service area)

- ii) and that following approval of these estimates the Head of Finance be instructed to allocate overheads across all services, using appropriate methods of apportionment, in order that the estimates conform to the Best Value Accounting Code of Practice requirement to show full costs of services.
- b) That the schemes outlined in Appendices H and I be approved for inclusion in the Capital Programme recommended to Council for approval

(Explanatory Note: This approves the new schemes to be included in the Council's Capital Programme).

- c) It be noted that on 31 January 2019 Cabinet calculated the Council Tax Base 2019/20;

- i) for the whole Council area as 68,352.82 [Item T in the formula in Section 31B(3) of the Local Government Finance Act 1992, as amended (the Act)]; and
- ii) for dwellings in those parts of its area to which a Parish precept relates as in the list below.

	Band D Equivalents
Bisham	743.03
Bray	4,215.39
Cookham	2,949.74
Cox Green	3,091.23
Datchet	2,233.96
Eton	1,815.81
Horton	465.87
Hurley	1,011.06
Old Windsor	2,412.96
Shottesbrooke	73.73
Sunningdale	3,451.10
Sunninghill & Ascot	6,528.63
Waltham St. Lawrence	668.39
White Waltham	1,264.64
Wraysbury	2,147.06
	33,072.60
Unparished Areas	
Maidenhead	21,633.37
Windsor	13,646.85
	68,352.82

(Explanatory Note: These figures are the tax bases for each parished and unparished area of the Council)

- d) Calculate that the Council Tax requirement for the Council's own purposes for 2019/20 (excluding Parish precepts) is £65,709,706.
- e) That the following amounts be calculated for the year 2019/20 in accordance with Sections 31 to 36 of the Act:

- i) £95,313,947

being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(2) of the Act taking into account all precepts issued to it by Parish Councils.

(Explanatory Note: This is the net expenditure of the Council (including parish precepts, Adult Social Care precept and Special Expenses)

- ii) £21,954,000
being the aggregate of the amounts which the Council estimates for the items set out in Section 31A(3) of the Act.
(Explanatory Note: This figure includes the Revenue Support Grant, other non-specific grants, and Business Rate income due to the Council from the Government Exchequer together with any surplus on the Council's Collection Fund.)
- iii) £73,359,947
being the amount by which the aggregate at (e) (i) above exceeds the aggregate at (e) (ii) above, calculated by the Council in accordance with Section 31A(4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31A(4) of the Act).
(Explanatory Note: This is the council tax requirement of the Council (including parish precepts, Adult Social Care precept and Special Expenses)
- iv) £1,073.25
being the amount at (e) (iii) above (Item R), all divided by Item T ((c) (i) above), calculated by the Council, in accordance with Section 31B(1) of the Act, as the basic amount of its Council Tax for the year (including Parish precepts).
(Explanatory Note: This figure is the average Band D Council Tax including Parish Precepts, Adult Social Care precept and Special Expenses.)
- v) £7,650,241
being the aggregate amount of all special items (Precepts or Special Expenses) referred to in Section 34(1) of the Act (as per Appendix F).
(Explanatory Note: This figure is the aggregate of Parish Precepts, Adult Social Care precept and Special Expenses.)
- vi) £961.33
being the amount at (e) (iv) above less the result given by dividing the amount at (e) (v) above by Item T (c) (i) above, calculated by the Council, in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish precept or special expense relates.
(Explanatory Note: This figure is the Band D Council Tax excluding Parish Precepts, Adult Social Care precept and Special Expenses.)
- f) To note that the Thames Valley Police and Crime Commissioner and the Berkshire Fire and Rescue Authority have issued or will shortly issue precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings in the Council's area as indicated in the table in appendix F.
- g) That the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in the tables in Appendix F as the amounts of Council Tax for 2019/20 for each part of its area and for each of the categories of dwellings.
- h) Determine whether the Council's basic amount of Council Tax for 2019/20 is excessive in accordance with principles approved under Section 52ZB Local Government Finance Act 1992.

REVENUE BUDGET 2019/20

DIRECT COST SUMMARY	2017/18	2018/19	2019/20
	Actual	Budget	Budget
	£000	£000	£000
Managing Director			
Management	486	657	398
Communications	560	412	466
Human Resources	1,345	886	1,293
Law & Governance	1,460	1,917	1,898
Commissioning & Support	3,238	4,304	2,101
Commissioning - Communities	10,016	8,184	9,826
AfC Contract - Children's Services	15,832	21,356	24,526
AfC Contract - Dedicated Schools Grant	7,497	12,196	11,140
Children's Services - Retained	4,154	(2,118)	(2,546)
Dedicated Schools Grant - Retained	54,820	50,385	53,293
Adult Social Care - Optalis Contract	29,029	29,443	29,199
Adult Social Care - Spend	12,629	15,410	16,335
Adult Social Care - Income	(8,833)	(10,658)	(11,725)
Better Care Fund	11,615	12,033	12,728
Public Health	4,910	4,779	4,659
Grant Income	(77,591)	(78,166)	(80,585)
Total Managing Directors Directorate	71,167	71,020	73,006
Communities			
Executive Director of Communities	162	229	141
Revenues & Benefits	1,295	(48)	829
Communities, Enforcement and Partnerships	1,285	669	1,330
Library & Resident Services	3,159	3,019	3,148
Total Communities Directorate	5,901	3,869	5,448
Place			
Executive Director of Place	243	298	365
Housing	1,382	1,422	1,086
Planning Service	1,389	1,344	1,302
Property Service	(1,891)	(2,576)	(2,545)
Finance	1,449	1,269	1,142
ICT	1,803	1,133	1,351
Total Place Directorate	4,375	2,890	2,701
TOTAL EXPENDITURE	81,443	77,779	81,155

REVENUE BUDGET 2019/20

DIRECT COST SUMMARY	2017/18 Actual	2018/19 Budget	2019/20 Budget
	£000	£000	£000
Contribution to/ (from) Earmarked Reserve	(1,004)	5	3,458
Increase / (decrease) in provision for redundancy costs	(560)		
Transfer to provision for redundancy	664		
Variance on business rate income	(2,232)		
Variance on general grants	(34)		
Increase to provision for bad debt	18		
Contribution from the capital fund	1,568		
Apprentice Levy			
Estimated cost of pay inflation		500	300
Pensions deficit recovery	2,389	2,428	4,017
Variance on trading companies	143		
Variance on education services grant	(109)		
Levies-			
Environment Agency	153	156	159
Capital Financing inc Interest Receipts	5,170	5,523	4,778
NET REQUIREMENTS	87,609	86,391	93,867
Less - Special Expenses	(1,009)	(1,047)	(1,094)
Transfer (from)/ to balances	1,818		
GROSS COUNCIL TAX REQUIREMENT	88,418	85,344	92,773
New Homes Bonus	(3,681)	(2,691)	(2,089)
RSG and Business Rate Support	(17,089)	(14,095)	(16,312)
Estimated income from business rate pilot		(1,272)	
Education services grant	(478)	(315)	(315)
Transition grant	(1,263)		
Income from trading companies	(218)	(160)	(210)
Parish equalisation grant	64	63	63
Collection Fund (Surplus) / Deficit (Business Rates)	1,001	2,943	454
Collection Fund (Surplus) / Deficit (Council Tax)	(2,615)	(1,647)	(3,545)
	(24,279)	(17,174)	(21,954)
NET COUNCIL TAX REQUIREMENT	64,139	68,170	70,818
<i>Council Tax Information:</i>			
Tax Base (Band D equivalent)	66,710	67,618	68,353
RBWM Tax levy (on Band D property)	£915.57	£933.42	£961.33
Adult Social Care precept (on Band D property)	£45.89	£74.74	£74.74
<i>General Fund Balances:</i>			
Working Balance	5,215	7,033	7,033
Transfer to/ (from) General Fund	1,818	0	3,458
	7,033	7,033	10,491

PLACE DIRECTORATE DIRECTLY MANAGED COSTS	2017/18 Actual	2018/19 Budget	2019/20 Budget
---	---------------------------	---------------------------	---------------------------

EXECUTIVE DIRECTOR

Executive Director	£000	£000	£000
Expenditure	296	298	365
Income	-53	0	0
Net	243	298	365

Services provided:

Provision of strategic management and leadership across the Directorate

Staff (full time equivalent):

5.00

Service Risks:**Performance Indicators:**

TOTAL EXECUTIVE DIRECTOR	243	298	365
---------------------------------	------------	------------	------------

HOUSING

	£000	£000	£000
Expenditure	4,044	2,740	3,834
Income	(2,662)	(1,318)	(2,748)
Net	1,382	1,422	1,086

Services provided:

Strategic housing advice to ensure the right types of affordable homes are delivered. Negotiation to secure the delivery of new affordable homes across the borough that provide a range of options for households. Improving health by enforcing housing standards and delivering homes suitable for vulnerable residents. Providing homes for emergency and temporary use for households which the council has a duty to house and delivering private rented opportunities through local landlords.

Staff (full time equivalent):

12.00

Service Risks:

Economic conditions can result in greater levels of homelessness and therefore a greater requirement for temporary accommodation.
Lack of supply of temporary accommodation can result in increased prices.
Increase in demand due to demographic change.

Performance Indicators:

Number of people housed in Bed & Breakfast accommodation.
Numbers prevented from becoming homeless.

TOTAL HOUSING	1,382	1,422	1,086
----------------------	--------------	--------------	--------------

PLACE DIRECTORATE DIRECTLY MANAGED COSTS	2017/18 Actual	2018/19 Budget	2019/20 Budget
---	---------------------------	---------------------------	---------------------------

PLANNING SERVICE

Head of Planning Unit	£000	£000	£000
Expenditure	105	104	108
Income	<u>0</u>	<u>0</u>	<u>0</u>
Net	<u>105</u>	<u>104</u>	<u>108</u>

Services provided:

Responsible for the Council's planning function including Development Control, Planning Enforcement, Planning Policy and Planning Support

Staff (full time equivalent):

1.00

Service Risks:**Performance Indicators:**

Planning Policy Team	£000	£000	£000
Expenditure	422	392	402
Income	<u>0</u>	<u>0</u>	<u>0</u>
Net	<u>422</u>	<u>392</u>	<u>402</u>

Services provided:

Carrying out and promoting local involvement in the preparation, implementation, monitoring and review of the development plan and support for neighbourhood planning. Also to manage and collect S106 income and implement CIL charging regime. Budget changes reflect a restructure across the directorate.

Staff (full time equivalent):

7.54

Service Risks:**Performance Indicators:**

Planning Policy Service	£000	£000	£000
Expenditure	165	158	153
Income	<u>(40)</u>	<u>(26)</u>	<u>(25)</u>
Net	<u>125</u>	<u>132</u>	<u>128</u>

Services provided:

Carrying out and promoting local involvement in the preparation, implementation, monitoring and review of the development plan and support for neighbourhood planning. Also to manage and collect S106 income and implement CIL charging regime.

Staff (full time equivalent):

0.00

Service Risks:**Performance Indicators:**

An up to date policy framework is essential to secure sustainable development.

PLACE DIRECTORATE DIRECTLY MANAGED COSTS	2017/18 Actual	2018/19 Budget	2019/20 Budget
---	---------------------------	---------------------------	---------------------------

Planning Enforcement Team	£000	£000	£000
Expenditure	295	339	346
Income	0	0	0
Net	<u>295</u>	<u>339</u>	<u>346</u>

Services provided:

Investigation of alleged planning contraventions and dealing with enforcement appeals.
Budget changes reflect a restructure across the directorate.

Staff (full time equivalent):

8.60

Service Risks:

Ensuring lawful development in accordance with locally determined planning applications and national legislation.

Performance Indicators:

Planning Support	£000	£000	£000
Expenditure	386	379	390
Income	0	0	0
Net	<u>386</u>	<u>379</u>	<u>390</u>

Services provided:

Planning support provides technical and administration resource to process all planning applications and appeals. They also manage databases and provide performance reports.
Budget changes reflect a restructure across the directorate.

Staff (full time equivalent):

12.99

Service Risks:

Accurate and transparent administration of the planning process for the benefits of residents, and credibility of local decision making.

Performance Indicators:

Development Control Team	£000	£000	£000
Expenditure	1,095	1,094	1,115
Income	(5)	(7)	(7)
Net	<u>1,090</u>	<u>1,087</u>	<u>1,108</u>

Services provided:

Providing planning advice in relation to potential developments in the Borough and evaluating all Planning applications under the various Planning Acts. Budget changes reflect a restructure across the directorate.

Staff (full time equivalent):

20.09

Service Risks:**Performance Indicators:**

PLACE DIRECTORATE DIRECTLY MANAGED COSTS	2017/18 Actual	2018/19 Budget	2019/20 Budget
---	---------------------------	---------------------------	---------------------------

Development Control Service	£000	£000	£000
Expenditure	542	129	129
Income	<u>(1,576)</u>	<u>(1,218)</u>	<u>(1,309)</u>
Net	<u>(1,034)</u>	<u>(1,089)</u>	<u>(1,180)</u>

Services provided:

Providing planning advice in relation to potential developments in the Borough and evaluating all Planning applications under the various Planning Acts. Budget changes reflect a restructure across the directorate.

Staff (full time equivalent):

0.00

Service Risks:

The management of development securing the maximum benefit and minimal detriment to local communities.

Performance Indicators:

Processing of planning applications as measured against targets for 'major', 'minor', and other application types.

TOTAL PLANNING SERVICE	<u>1,389</u>	<u>1,344</u>	<u>1,302</u>
-------------------------------	---------------------	---------------------	---------------------

PLACE DIRECTORATE DIRECTLY MANAGED COSTS	2017/18 Actual	2018/19 Budget	2019/20 Budget
---	---------------------------	---------------------------	---------------------------

PROPERTY SERVICE**Development & Regeneration**

	£000	£000	£000
Expenditure	421	83	135
Income	(263)	0	0
Net	158	83	135

Services provided:

Responsible for the Council's physical regeneration work in the Royal Borough as well as promoting the Royal Borough as a target for new investment. The team works closely with stakeholders and the Royal Borough's business community to ensure they have the best possible support from the council in developing and growing their businesses. It works alongside elected members and representative bodies such as the Partnership for the Rejuvenation of Maidenhead (PRoM).

Staff (full time equivalent):

1.00

Service Risks:

Volume of new applications

Performance Indicators:**Industrial & Commercial Estates**

	£000	£000	£000
Expenditure	713	603	540
Income	(4,033)	(4,192)	(3,918)
Net	(3,320)	(3,589)	(3,378)

Services provided:

Management of Industrial & Commercial sites, which are leased for light industrial and commercial purposes.

Staff (full time equivalent):

0.00

Service Risks:

Vacant properties due to economic downturn

Performance Indicators:**Property Management**

	£000	£000	£000
Expenditure	564	331	263
Income	(196)	(44)	(43)
Net	368	287	220

Services provided:

Management of Property Portfolio, Development, Acquisitions and Disposal, Property Records and Management.

Staff (full time equivalent):

7.00

Service Risks:

Failure to meet minimum legislative requirements, including creating and applying a Legionella and Fire Safety Policy.

Performance Indicators:

Asset Management Occupation

PLACE DIRECTORATE DIRECTLY MANAGED COSTS	2017/18 Actual	2018/19 Budget	2019/20 Budget
---	---------------------------	---------------------------	---------------------------

Admin Buildings & Depots	£000	£000	£000
Expenditure	940	1,062	1,096
Income	(274)	(366)	(571)
Net	<u>666</u>	<u>696</u>	<u>525</u>

Services provided:

Management of the Borough's administrative buildings.

Staff (full time equivalent):

0.00

Service Risks:**Performance Indicators:**

Building Control Shared Services	£000	£000	£000
Expenditure	33	105	0
Income	117	(158)	(52)
Net	<u>150</u>	<u>(53)</u>	<u>(52)</u>

Services provided:

Delivered as part of a shared service with Wokingham Borough Council. Ensuring that building work is designed and constructed in compliance with building regulation requirements, and dealing with reported dangerous structure and demolition work.

Staff (full time equivalent):

0.00

Service Risks:

Building control income affected by economic downturn and external competition.

Performance Indicators:

% plans checked within 10 days

Building Services	£000	£000	£000
Expenditure	724	752	752
Income	(637)	(752)	(747)
Net	<u>87</u>	<u>0</u>	<u>5</u>

Services provided:

Delivered as part of a shared service with Wokingham Borough Council. The service supports the council's capital building programme, provides support for schools through a service trading agreement, and provides support on planned and reactive maintenance on council buildings.

Staff (full time equivalent):

0.00

Service Risks:

Asset Management: Programme delivery targets & client satisfaction rating for repairs service.

Performance Indicators:

Asset Management Occupation

TOTAL PROPERTY SERVICE	<u>(1,891)</u>	<u>(2,576)</u>	<u>(2,545)</u>
-------------------------------	----------------	----------------	----------------

PLACE DIRECTORATE DIRECTLY MANAGED COSTS	2017/18 Actual	2018/19 Budget	2019/20 Budget
---	---------------------------	---------------------------	---------------------------

FINANCE

Head of Finance & Deputy Director	£000	£000	£000
Expenditure	803	898	682
Income	<u>(126)</u>	<u>(109)</u>	<u>(109)</u>
Net	<u>677</u>	<u>789</u>	<u>573</u>

Services provided:

Responsible for the strategic management of the Council's budget strategy and the provision of financial advice to Cabinet and the Chief Executive's Management team. Oversight of the Pension Fund management and the Council's own Treasury Management. Fulfil statutory s151 role which is designed to help the organisation to develop and implement strategy and to resource and deliver the organisation's strategic objectives sustainably and in the public interest.

Service area now includes budget for Internal Audit & Investigations Service which is delivered through a shared service with Wokingham BC.

Staff (full time equivalent):

1.40

Service Risks:**Performance Indicators:**

Corporate Management	£000	£000	£000
Expenditure	352	185	163
Income	<u>0</u>	<u>0</u>	<u>0</u>
Net	<u>352</u>	<u>185</u>	<u>163</u>

Services provided:

Provision for corporate expenses including audit fees

Staff (full time equivalent):

0.00

Service Risks:**Performance Indicators:**

PLACE DIRECTORATE DIRECTLY MANAGED COSTS	2017/18 Actual	2018/19 Budget	2019/20 Budget
---	---------------------------	---------------------------	---------------------------

Accountancy Services	£000	£000	£000
Expenditure	1,116	969	1,001
Income	(507)	(495)	(455)
Net	609	474	546

Services provided:

3 teams make up Accountancy Services:

- Service Accountancy who offer Accountancy support to all services across the authority. This includes-Budget Monitoring, Budget Setting and Closedown support. Journal and Virements, Business Planning and Care Direct Payments.

- Financial Control Team - Deal with the bank reconciliation and ensuring payments get into the correct accounts. Recharge processing, procurement cards, maintenance of the supplier database and direct payment reconciliations.

- Corporate Finance - Manage the medium term financial plan, plan the annual budget, coordinate the capital programme, manage the Council's cash and treasury and produce the statement of accounts for the Council and Berkshire Pension Fund. Budget changes reflect a restructure across the directorate.

Staff (full time equivalent):

20.00

Service Risks:**Performance Indicators:**

Systems Accountancy	£000	£000	£000
Expenditure	127	132	147
Income	(31)	(31)	(31)
Net	96	101	116

Services provided:

The Systems Accountancy team provide support, maintenance, training and development for the borough's Finance system (Agresso) and corporate Epayments system. The team perform routine tasks and updates to ensure the systems are accurate and timely, including interfaces from various other rbwm systems such as Payroll and our income management system.

Monthly finance reporting, PI data collection and transparency data are all routine outputs generated from the finance system. The team also provide relevant end user training and our continuing to utilise the RBWM e-learning facility to deliver routine training. The team and Agresso play a key role in the compilation and generation of annual budget papers.

Staff (full time equivalent):

2.00

Service Risks:**Performance Indicators:**

PLACE DIRECTORATE DIRECTLY MANAGED COSTS	2017/18 Actual	2018/19 Budget	2019/20 Budget
---	---------------------------	---------------------------	---------------------------

Pensions	£000	£000	£000
Expenditure	1,571	1,229	1,241
Income	(1,763)	(1,414)	(1,404)
Net	<u>(192)</u>	<u>(185)</u>	<u>(163)</u>

Services provided:

The Pension Fund team is responsible for the administration and payroll of the Royal County of Berkshire Pension Fund. As Administering Authority to the Pension Fund RBWM is responsible for the investment strategy of the Fund, 100% of assets are managed by the Local Pensions Partnership Investments Ltd.

Staff (full time equivalent):

22.60

Service Risks:**Performance Indicators:**

Insurance & Risk	£000	£000	£000
Expenditure	158	161	166
Income	(188)	(188)	(193)
Net	<u>(30)</u>	<u>(27)</u>	<u>(27)</u>

Services provided:

The purpose of the insurance function is to arrange the council's risk financing arrangements to provide protection from the financial implications of unexpected accidental events and negligent breaches of the council's statutory duties. These can affect staff and property and also arise from claims from individuals alleging council negligence has caused them injury, losses (including financial loss) or damage to their property.

The council acts as its own insurer and claims handler in most matters.

Risk management is a key element in the council's governance arrangements and control environment.

Staff (full time equivalent):

3.00

Service Risks:

1. Failure of risk management processes could to lead to exposure to high level strategic and operational risks.
2. Failure to ensure suitable level of insurance fund leads to financial shortfalls in the event of claims.
3. Poorly defined risk appetite could lead to over resourcing controls.
4. Increasing claims culture leads to expectations of compensation.
5. Increase in fraudulent claims from worsening economic climate.

Performance Indicators:

All key risks to be reviewed quarterly.

100% of liability claims dealt with in protocol timescales.

All portal claims to be acknowledged within 24 hours.

PLACE DIRECTORATE DIRECTLY MANAGED COSTS	2017/18 Actual	2018/19 Budget	2019/20 Budget
---	---------------------------	---------------------------	---------------------------

Business Development

	£000	£000	£000
Expenditure	44	0	0
Income	(104)	(68)	(66)
Net	(60)	(68)	(66)

Services provided:

This service has been restructured into other areas, figures are shown for comparative purposes only.

Staff (full time equivalent):

0.00

Service Risks:**Performance Indicators:****Schools Contract**

	£000	£000	£000
Expenditure	389	0	0
Income	(392)	0	0
Net	(3)	0	0

Services provided:

This service has been restructured into other areas, figures are shown for comparative purposes only.

Staff (full time equivalent):

0.00

Service Risks:**Performance Indicators:**

TOTAL FINANCE	<u>1,449</u>	<u>1,269</u>	<u>1,142</u>
----------------------	--------------	--------------	--------------

PLACE DIRECTORATE DIRECTLY MANAGED COSTS	2017/18 Actual	2018/19 Budget	2019/20 Budget
---	---------------------------	---------------------------	---------------------------

ICT**ICT Support**

	£000	£000	£000
Expenditure	2,529	2,027	2,039
Income	<u>(726)</u>	<u>(894)</u>	<u>(688)</u>
Net	<u>1,803</u>	<u>1,133</u>	<u>1,351</u>

Services provided:

Responsible for Information and Communication Technology (ICT) services for the council.

Provision of services includes:

Maintenance of the council's ICT, including servers, desktop devices and tablets, mobile telephones, data and telephony infrastructure, and incident / change management. Provision of support for and development of the council's corporate applications, and interactive services to residents.

Staff (full time equivalent):

20.81

Service Risks:

Risk to service delivery timescale due to resource, funding and demand challenges

Threats to council's data, ICT security

Performance Indicators:

% of availability of whole and or part network

% and number of incidents resolved.

TOTAL ICT	<u>1,803</u>	<u>1,133</u>	<u>1,351</u>
------------------	--------------	--------------	--------------

TOTAL DIRECTLY MANAGED COSTS	<u>4,375</u>	<u>2,890</u>	<u>2,701</u>
-------------------------------------	--------------	--------------	--------------

Unit Cost	2019/20 £	2018/19 £	% Increase
BUILDING CONTROL			
Fees set by Shared Service			
PLANNING & DEVELOPMENT			
Pre-Application Advice (Including VAT)			
The fees for pre-application planning advice are charged on the Planning Unit's Pre-Application Charging Protocol and charged on an individual cost basis relating to the different types of staff required. Schemes subject to a Planning Performance Agreement would be considered outside of this schedule with a bespoke fee arrangement. Charges for using the transport model are in addition to those set out below and will be agreed prior to instruction. Charges for review of viability studies also sit outside of this and will be agreed on a case by case basis.			
Householder-Extensions, Alterations and Outbuildings	148	143	3.3%
Local community groups	75	73	3.3%
Advertisements	148	143	3.3%
Telecommunications	341	330	3.3%
Listed buildings - internal alterations to single houses or local community groups - bespoke fee to be agreed as part of pre-application discussions	tba	143	
Listed buildings - extensions where planning permission not required	148	143	3.3%
Residential			
1 unit	300	290	3.3%
2-5 units	523	506	3.3%
6-9 units	840	813	3.3%
10-24 units	1,110	1,074	3.4%
25-49 units	2,640	2,558	3.2%
50-99 units	5,530	5,355	3.3%
100-149 units	7,626	7,382	3.3%
150+ units	9,800	9,490	3.3%
Non-residential			
Less than 200 sq. m. floorspace	523	506	3.3%
200-999 sq. m. floorspace	977	946	3.3%
1,000-1,999 sq. m. floorspace	2,042	1,977	3.3%
2,000-4,999 sq. m. floorspace	3,217	3,114	3.3%
5,000-9,999 sq. m. floorspace	5,532	5,355	3.3%
10,000+ sq. m. floorspace	7,626	7,382	3.3%

	Unit Cost	2019/20 £	2018/19 £	% Increase
All forms of development where service available: case officer up to principal planner Minerals / waste proposals		228	221	3.3%
Listed Buildings - other internal alterations	Hourly Rates	272	263.50	3.3%
Specialist Advice - trees, highways and ecology	Hourly Rates	272	263.50	3.3%
Attendance of Head of Service / Director at meeting	Hourly Rates	343	332	3.3%
Requests for confirmation of compliance with an Enforcement Notice, Breach of Condition Notice or other similar Notice under the Planning Acts		214	207	3.3%
Requests to withdraw an extant Enforcement Notice, Breach of Condition Notice or other similar Notice under the Planning Acts		214	207	3.3%
Planning History Search excl. VAT				
- Householder	per application	31	30	3.3%
- All other cases	per application	100	97	3.3%
Planning decisions and related documents		12	12	3.3%
Retrieval and copying from Archive of Planning Documents		£1.50 for A4 1st page / 40p per sheet thereafter	£1.50 for A4 1st page / 40p per sheet thereafter	0.0%
Administration fee for checking validity of a planning application		25% of application fee	25% of application fee	
Use of RBWM Transport Model data by Developers.		On Request-bespoke charge dependent on application requirement	On Request-bespoke charge dependent on application requirement	
Trees and High Hedges				
Pre application fees for Tree TPO works	min fee	148	143	3.3%
High Hedges Complaints		735	712	3.3%
TPO-Copy	Per TPO	31	30	3.3%
S106 Management, Maintenance, Compliance & Monitoring				
Major applications - non-refundable charge		800	774	3.3%
Minor and Other applications - non-refundable charge		409	396	3.3%
Discharge of non-financial obligations (e.g. Landscape Plans, Woodland Management Plans)		108	105	3.3%
Monitoring of non-financial S106 Obligations		214	207	3.3%
Monitoring & Management of Viability appraisals for development	Hourly Rate		Hourly Rate	
Confirmation that the obligations of a S106 legal agreement have been discharged (Note: Charges for Checking & monitoring Travel Plans refer to Highway Charges)		152	147	3.3%

Unit Cost	2019/20 £	2018/19 £	% Increase
Legal fees S106 Bilateral - hourly rates	104	101	3.3%
Legal fees S106 unilateral undertakings (including proforma):- Legal checking fees - Dependent on complexity	£1,165 min, thereafter £105 per hr	£1,128 min, thereafter £101 per hr	3.3%
Legal fees S106 Deed of Variation	£385 min, thereafter £105 per hr	£373 min, thereafter £101 per hr	3.3%
Legal Fees S111 Agreement (SANG mitigation)	£537 min, thereafter £105 per hr	£520 min, thereafter £101 per hr	3.3%
STRATEGIC ACCESS MANAGEMENT MONITORING			
Bedsit/1 bed dwelling	450	435	3.5%
2 bed dwelling	594	575	3.3%
3 bed dwelling	800	776	3.0%
4 bed dwelling	910	883	3.1%
5+ bed	1,188	1,150	3.3%
Allens Field, Ascot Suitable Alternative Natural Greenspace - Provision/Maintenance			
Bedsit/1 bed dwelling	7,782	7,537	3.2%
2 bed dwelling	8,491	8,224	3.3%
3 bed dwelling	9,447	9,150	3.3%
4 bed dwelling	9,947	9,634	3.3%
5+ bed dwelling	11,210	10,857	3.2%
Sunningdale Park, Sunningdale Suitable Alternative Natural Greenspace			
– provision/maintenance per dwellings:	8,740		

2019-20 SAVINGS SUMMARY				
Description/budget	Lead Officer	Lead member	2019/20 £000's	RAG Status
Increase planning and pre-application fee income	Jenifer Jackson	Cllr Coppinger	50	
Housing subsidy loss savings	Andy Jeffs	Cllr S Rayner	100	
Savings from reduced use of high cost temporary accommodation	Russell O Keefe	Cllr M Airey	200	
TOTAL SAVINGS			350	

**CAPITAL BUDGET REPORT
PLACE DIRECTORATE**

Project	Description of Scheme	2018/19 Approved Incl Slippage			2019/20 First Estimate			2020/21 First Estimate			2021/22 First Estimate		
		Gross	Income	Estimate	Gross	Income	Estimate	Gross	Income	Estimate	Gross	Income	Estimate
		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Property													
CC40	Borough Parking Provision 201720	494	0	494	0	0	0	0	0	0	0	0	0
CC78	Vicus Way Car Park	5,000	0	5,000	0	0	0	0	0	0	0	0	0
CC80	Temp Parking Provision-Maidenhead Regeneration	2,500	0	2,500	0	0	0	0	0	0	0	0	0
CI01	Acquisition of Land off Lower Cookham Rd, Maidenhead	1,160	0	1,160	0	0	0	0	0	0	0	0	0
CI14	Maidenhead Waterways Construction phase 1	1,560	(244)	1,316	0	0	0	0	0	0	0	0	0
CI21	Windsor Office Accommodation	7,117	(142)	6,975	0	0	0	0	0	0	0	0	0
CI29	Broadway Car Park & Central House Scheme	2,230	(140)	2,090	0	0	0	0	0	0	0	0	0
CI33	Clyde House	187	0	187	0	0	0	0	0	0	0	0	0
CI42	Windsor Coach Park, Alexandra Gardens, Riverside-Feasibility study	108	0	108	0	0	0	0	0	0	0	0	0
CI49	Maidenhead Golf Course	379	0	379	0	0	0	0	0	0	0	0	0
CI58	Maidenhead Station-Development Site Negotiations	30	0	30	0	0	0	0	0	0	0	0	0
CI62	Hines Meadow CP - Dilapidations	523	0	523	0	0	0	0	0	0	0	0	0
CM23	54-56 Queen Street, Maidenhead	18	0	18	0	0	0	0	0	0	0	0	0
CM52	Guildhall-Essential Maintenance Works 15-16	4	0	4	0	0	0	0	0	0	0	0	0
CM53	Theatre Royal-Soffit/Roof Light Ventilation 15-16	35	0	35	0	0	0	0	0	0	0	0	0
CM57	Theatre Royal-Auditorium / Maintenance Works 15-16	35	0	35	0	0	0	0	0	0	0	0	0
CN63	Guildhall - Roof Repairs (Hoist/Pigeon Measures)	129	0	129	0	0	0	0	0	0	0	0	0
CX21	Ross Road - repairs & redecoration 2014-15	27	0	27	0	0	0	0	0	0	0	0	0
CX22	St Mary's House-External replace/decor roof 2014-15	35	0	35	0	0	0	0	0	0	0	0	0
CX25	Wessex Way Shopping Parade Repairs	0	0	0	60	0	60	0	0	0	0	0	0
CX40	Operational Estate Improvements	600	0	600	500	0	500	0	0	0	0	0	0
CX41	Commercial Investment Property Portfolio-Repairs	445	0	445	400	0	400	400	0	400	0	0	0
CX42	Strategic Acquisition of Properties	139	0	139	0	0	0	0	0	0	0	0	0
CX43	Affordable Housing-St Edmunds Hse Ray Mill Rd West	4,640	0	4,640	0	0	0	0	0	0	0	0	0
CX44	Affordable Housing-The Brocket, Boyn Hill Ave	1,765	0	1,765	0	0	0	0	0	0	0	0	0
CX45	Affordable Housing - 16 Ray Mill Ave East, MHead	135	0	135	0	0	0	0	0	0	0	0	0
CX49	Bell Farm, Eton Wick-Demolition Unsafe Structures	0	0	0	80	0	80	0	0	0	0	0	0
CX50	Guildhall-Render Repair & Redecoration	0	0	0	150	0	150	0	0	0	0	0	0
CX51	Theatre Royal-Sub Stage / Orchestra Pit Refurbishment	0	0	0	50	0	50	0	0	0	0	0	0
CX52	12, Church St, Windsor-External Repairs	0	0	0	80	0	80	0	0	0	0	0	0
CX53	Legionella Compliance Work	0	0	0	85	0	85	0	0	0	0	0	0
	Total Property	29,295	(526)	28,769	1,405	0	1,405	400	0	400	0	0	0
Housing													
CT29	Low Cost Housing (S106 Funding)	161	(161)	0	0	0	0	0	0	0	0	0	0
CT51	Key Worker DIYSO	195	(195)	0	0	0	0	0	0	0	0	0	0
CT55	Brill House Capital Funding	500	(500)	0	0	0	0	0	0	0	0	0	0
DG50	Assisted Transfer Scheme	25	0	25	0	0	0	0	0	0	0	0	0
	Total Housing	881	(856)	25	0	0	0	0	0	0	0	0	0

Project	Description of Scheme	2018/19 Approved Incl Slippage			2019/20 First Estimate			2020/21 First Estimate			2021/22 First Estimate		
		Gross	Income	Estimate	Gross	Income	Estimate	Gross	Income	Estimate	Gross	Income	Estimate
		£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000	£000
Planning													
CI31	Community Infrastructure Levy (CIL)	4	0	4	0	0	0	0	0	0	0	0	0
CI32	Borough Local Plan-Examinations / Submissions	519	0	519	150	0	150	95	0	95	80	0	80
CI47	Neighbourhood Plan-Consultation/Exams/Referendums	335	(235)	100	60	0	60	0	0	0	0	0	0
CI56	Design Quality – Planning Service	335	(285)	50	0	0	0	0	0	0	0	0	0
CI57	Joint Minerals and Waste Plan	20	0	20	92	0	92	120	0	120	0	0	0
CI59	Traveller Local Plan	89	0	89	150	0	150	0	0	0	0	0	0
CI63	Planning Service - Transformation Programme	120	0	120	0	0	0	0	0	0	0	0	0
CI64	Planning Policy-Evidence Base Updates Ongoing Prog	20	0	20	0	0	0	0	0	0	0	0	0
CI65	Conservation Area Appraisals	20	0	20	20	0	20	20	0	20	20	0	20
CI66	Infrastructure Delivery Prog-CIL & Grant Funding	390	(90)	300	300	0	300	0	0	0	0	0	0
CI67	Wider Area Growth Study	172	(172)	0	0	0	0	0	0	0	0	0	0
CI68	Windsor Placemaking-Public Realm Improvements	0	0	0	100	0	100	100	0	100	100	0	100
CI69	Supplementary Planning Documents	0	0	0	75	0	75	75	0	75	75	0	75
	Total Planning	2,024	(782)	1,242	947	0	947	410	0	410	275	0	275
ICT													
CC19	Delivering Differently - Develop Intranet/Collaborative Software	7	0	7	0	0	0	0	0	0	0	0	0
CC20	Delivering Differently - Application Packaging	7	0	7	0	0	0	0	0	0	0	0	0
CC26	Secure File and Information Exchange Solution	15	0	15	0	0	0	0	0	0	0	0	0
CN00	Key Systems Infrastructure & Hardware Upgrades	429	0	429	506	0	506	340	0	340	70	0	70
CN26	Gazetteer System	3	0	3	0	0	0	0	0	0	0	0	0
CN95	Replacement-WiFi Solution for Council Offices	1	0	1	0	0	0	0	0	0	0	0	0
CP03	Purchase of PCs	4	0	4	0	0	0	0	0	0	0	0	0
	Total ICT	466	0	466	506	0	506	340	0	340	70	0	70
	Total Place Capital Programme	32,666	(2,164)	30,502	2,858	0	2,858	1,150	0	1,150	345	0	345

This page is intentionally left blank