

NOTICE  
OF  
MEETING

# CORPORATE OVERVIEW AND SCRUTINY PANEL

will meet on

**Monday 30 January 2023**

**At 7.00 pm**

In the

**Council Chamber - Town Hall, Maidenhead and on [RBWM YouTube](#)**

To: Members of the Corporate Overview and Scrutiny Panel

Councillors Gerry Clark (Chairman), John Story (Vice-Chairman), Simon Bond, Karen Davies, Greg Jones, Lynne Jones, Helen Price, Julian Sharpe, Shamsul Shelim, Leo Walters and Simon Werner

Substitute Members

Councillors Sayonara Luxton, Gary Muir, John Bowden, Joshua Reynolds, Geoff Hill, Maureen Hunt, Catherine Del Campo, Chris Targowski, Amy Tisi, Gurpreet Bhangra and Neil Knowles

Kirsty Hunt, Service Lead – Electoral & Democratic Services - Issued: 20<sup>th</sup> January 2023

Members of the Press and Public are welcome to attend Part I of this meeting. The agenda is available on the Council's web site at [www.rbwm.gov.uk](http://www.rbwm.gov.uk) or contact the Democratic Services Officer **Mark Beeley** [Mark.Beeley@RBWM.gov.uk](mailto:Mark.Beeley@RBWM.gov.uk)

**Recording of Meetings** – In line with the council's commitment to transparency the Part I (public) section of the meeting will be streamed live and recorded via Zoom. By participating in the meeting by audio and/or video, you are giving consent to being recorded and acknowledge that the recording will be in the public domain. If you have any questions regarding the council's policy, please speak to Democratic Services or a Legal representative prior to the meeting.

## AGENDA

### Part I

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2.	<u>Declarations of Interest</u> To receive any declarations of interest.	3 - 4
3.	<u>Minutes</u> To consider the minutes of the meeting held on 14 <sup>th</sup> December 2022.	5 - 16
4.	<u>Budget 2023/24 - Fees and Charges</u> To comment on the report and make any recommendations to be considered by Cabinet.	17 - 68
5.	<u>Corporate Peer Challenge Update</u> To note the report.	69 - 90
6.	<u>Work Programme</u> To consider the Panel's work programme for the remainder of the municipal year. To include consideration of items scheduled on the <a href="#">Cabinet Forward Plan</a> .	91 - 92

## MEMBERS' GUIDE TO DECLARING INTERESTS AT MEETINGS

### Disclosure at Meetings

If a Member has not disclosed an interest in their Register of Interests, they **must make** the declaration of interest at the beginning of the meeting, or as soon as they are aware that they have a Disclosable Pecuniary Interest (DPI) or Other Registerable Interest. If a Member has already disclosed the interest in their Register of Interests they are still required to disclose this in the meeting if it relates to the matter being discussed.

Any Member with concerns about the nature of their interest should consult the Monitoring Officer in advance of the meeting.

### Non-participation in case of Disclosable Pecuniary Interest (DPI)

Where a matter arises at a meeting which directly relates to one of your DPis (summary below, further details set out in Table 1 of the Members' Code of Conduct) you must disclose the interest, **not participate in any discussion or vote on the matter and must not remain in the room** unless you have been granted a dispensation. If it is a 'sensitive interest' (as agreed in advance by the Monitoring Officer), you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted by the Monitoring Officer in limited circumstances, to enable you to participate and vote on a matter in which you have a DPI.

Where you have a DPI on a matter to be considered or is being considered by you as a Cabinet Member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

*DPis (relating to the Member or their partner) include:*

- *Any employment, office, trade, profession or vocation carried on for profit or gain.*
- *Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses*
- *Any contract under which goods and services are to be provided/works to be executed which has not been fully discharged.*
- *Any beneficial interest in land within the area of the council.*
- *Any licence to occupy land in the area of the council for a month or longer.*
- *Any tenancy where the landlord is the council, and the tenant is a body in which the relevant person has a beneficial interest in the securities of.*
- *Any beneficial interest in securities of a body where:*
  - a) *that body has a place of business or land in the area of the council, and*
  - b) *either (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body or (ii) the total nominal value of the shares of any one class belonging to the relevant person exceeds one hundredth of the total issued share capital of that class.*

Any Member who is unsure if their interest falls within any of the above legal definitions should seek advice from the Monitoring Officer in advance of the meeting.

### Disclosure of Other Registerable Interests

Where a matter arises at a meeting which **directly relates** to one of your Other Registerable Interests (summary below and as set out in Table 2 of the Members Code of Conduct), you must disclose the interest. **You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.** If it is a 'sensitive interest' (as agreed in advance by the Monitoring Officer), you do not have to disclose the nature of the interest.

### Other Registerable Interests:

- a) any unpaid directorships
  - b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
  - c) any body
    - (i) exercising functions of a public nature
    - (ii) directed to charitable purposes or
    - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)
- of which you are a member or in a position of general control or management

### Disclosure of Non- Registerable Interests

Where a matter arises at a meeting which **directly relates** to your financial interest or well-being (and is not a DPI) or a financial interest or well-being of a relative or close associate, or a body included under Other Registerable Interests in Table 2 you must disclose the interest. **You may speak on the matter only if members of the public are also allowed to speak at the meeting** but otherwise **must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation**. If it is a 'sensitive interest' (agreed in advance by the Monitoring Officer) you do not have to disclose the nature of the interest.

Where a matter arises at a meeting which **affects** –

- a. your own financial interest or well-being;
- b. a financial interest or well-being of a friend, relative, close associate; or
- c. a financial interest or well-being of a body included under Other Registerable Interests as set out in Table 2 (as set out above and in the Members' code of Conduct)

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied.

Where a matter (referred to in the paragraph above) **affects** the financial interest or well-being:

- a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

**You may speak on the matter only if members of the public are also allowed to speak at the meeting** but otherwise **must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation**. If it is a 'sensitive interest' (agreed in advance by the Monitoring Officer), you do not have to disclose the nature of the interest.

### Other declarations

Members may wish to declare at the beginning of the meeting any other information they feel should be in the public domain in relation to an item on the agenda; such Member statements will be included in the minutes for transparency.

# Agenda Item 3

## CORPORATE OVERVIEW AND SCRUTINY PANEL

WEDNESDAY 14 DECEMBER 2022

PRESENT: Councillors Gerry Clark (Chairman), John Story (Vice-Chairman), Simon Bond, Gary Muir, Neil Knowles, Helen Price, Julian Sharpe, Shamsul Shelim and Chris Targowski

Also in attendance: Councillors Andrew Johnson, Samantha Rayner, David Hilton, David Coppinger, Gurpreet Bhangra, Phil Haseler, Amy Tisi, Mandy Brar, David Cannon and Donna Stimson

Officers: Mark Beeley, Kirsty Hunt, Tony Reeves, Emma Duncan, Andrew Durrant, Kevin McDaniel, Adele Taylor, Andrew Vallance, David Birch, Elaine Browne, Lin Ferguson, Louise Freeth, Tracy Hendren, Chris Joyce, Lynne Lidster, Rebecca Hatch, Alysse Strachan and Adrien Waite

### Apologies for Absence

Apologies for absence were received from Councillor L Jones, Councillor G Jones and Councillor Walters. Councillor Knowles, Councillor Targowski and Councillor Muir were attending the meeting as substitutes.

Councillor Davies and Councillor Werner were attending the meeting virtually, they were therefore unable to vote on any potential recommendations that the Panel would put forward.

### Declarations of Interest

There were no declarations of interest received.

### Minutes

Councillor Price requested a minor amendment, that it had been stated in the minutes that the residents would have to pay for services provided at the library. This was incorrect and should say that the library had been charging volunteers, who were providing their services to residents at the library.

**RESOLVED UNANIMOUSLY: That the minutes of the meeting held on 17<sup>th</sup> November 2022 were approved as a true and accurate record.**

### Draft Budget 2023/24 - Scrutiny Challenge Session

The Chairman introduced the budget paper and explained that all Members had been given the opportunity to submit questions to officers which would be answered. These questions had been answered and circulated to Panel Members ahead of the meeting, with the Panel meeting an opportunity for Panel Members to raise further and additional questions. The Chairman underlined that only Panel Members would be able to ask questions at the meeting.

Adele Taylor, Executive Director of Resources, gave a presentation which showed the approach for managing the council's resources. It was a challenging financial situation, with high inflation, interest rates and demographic growth impacting both the council and its residents. This had an impact on both revenue and capital costs. In year, there had been budget pressures identified from month 2 onwards, with a peak of £2.5 million overspend but this had been reduced by month 6. Assumptions at the start of the budget setting process had

been for a 2% council tax increase, no adult social care precept, a 1% increase in pension contributions, reductions in some government grants and a 2% salary increase. However, since the Medium Term Financial Plan had been agreed, there had been some changes to assumptions. Council tax had increased by 3% and adults social care by 2%, which was worth around £830,000 for every 1% increase. Interest rate and inflation assumptions had been updated, while the pensions primary rate was increased by 1.5% but the deficit was reduced to keep to an overall of a 1% increase. There had been some reductions in government grants but the council was waiting for policy documents and the finance settlement to come through from the government which would provide further information.

Considering the approach to the budget, Adele Taylor explained that services had been asked to model growth, savings and invest to save initially. Services were also asked to model cash limited budgets except for two corporate issues, new obligations under the national transfer scheme and the cost of elections. Capital spending was limited, the cost of borrowing had increased significantly despite action taken by officers to protect against rising interest rates. There was a prioritisation of resources to align with priorities in the corporate plan.

Kevin McDaniel, Executive Director of People, said that adult social care was around £40 million of the council's expenditure. There was a focus on independent living for all residents, ensuring that long term care worked, self-service assessment could be run and to ensure that there were fair contributions from all who should pay. Short term controls were needed while the budget was embedded in the Medium Term Financial Plan. Support would be reduced for some non-statutory service elements while there would be limited staff capacity in statutory, community and provider services. As a result of the pandemic, there were more people in residential and nursing homes now than there had been before and there was a £3.5 million budget shortfall at the start of 2022-23. Other opportunities were being explored, for example workforce recruitment and retention investments to reduce the risk of workforce options.

On housing and environmental services, Kevin McDaniel said that there continued to be a significant number of families that needed temporary accommodation. Skills would be combined across teams to provide a full service offer. Grant funding would be used as an opportunity to align the service with the corporate plan priorities, while it was planned that under-utilised properties would be used as temporary accommodation. On financial risks, Kevin McDaniel highlighted the loss of income on Hackney Carriage Licenses, the increased pressure on housing due to the cost of living crisis and increased demand for temporary accommodation.

Kevin McDaniel concluded by talking about the children's services budget. A new case management system would be implemented which would help to drive efficiency and provide new options for electronic ways of working. Legal support would be focused on the most needed cases, to ensure resource prioritisation. Family hubs would be scaled back to statutory only services and staff capacity would be limited by implementing agency limits.

Emma Duncan, Monitoring Officer and Director of Law, Governance and Public Health, said that core governance services would be prioritised to ensure that assurances could be given to the council on the governance framework. Resources were also being focused on key risk areas such as contract, procurement and democratic processes. The growth bid reflected the recommendations which had been made from the Peer Review, which has taken place earlier in the year. Issues and risks included levels of challenge to decisions made, recruitment challenges and staffing budgets.

Andrew Durrant, Executive Director of Place, said the main approach was to take a strategic and collaborative view across the service, maintaining essential and statutory services which were underpinned by quality. Priority setting had been done through the corporate plan and areas had been identified to maximise commercial activity and income generation opportunities. Risks included historic contracts, post pandemic behaviour and the national economic outlook. Opportunities like the Berkshire County Deal could open up new funding opportunities, while strategic relationships would help to maximise grant income. Andrew

Durrant provided some detail to the Panel on the savings and growth bids for the place directorate budget.

Adele Taylor outlined the resources budget, there was a focus on contract management particularly around IT contracts, as these underpinned the whole organisation. Future years pressures would be around new external audit contracts and there would be improved debt management opportunities. Although not included in the service, there would be a number of 'below the line' items impacted by actions by the service, for example the amount of council tax collected.

Andrew Vallance, Head of Finance, explained that the capital review board had considered all capital bids which had been made by service areas and had made its recommendations to Cabinet. Fully funded schemes were agreed, these were mostly funded by government grants, with as much CIL (Community Infrastructure Levy) as possible, where appropriate. Considering affordability, the increased interest rates had a huge impact on revenue budgets, while there had been a reduction in new borrowing. Slippage was under constant review by officers. The total capital programme was around £40 million, with £27.5 million being funded through borrowing.

Adele Taylor set out the governing principles of the Medium Term Financial Plan, a number of these linked in with the aims of service areas when setting their budgets. The budget needed to be balanced legally, with the approach being to manage finances sustainably. It was anticipated that detailed financial information for local authorities from the government would be published the week beginning 19<sup>th</sup> December, estimates of government funding had been included in the draft budget. This would be refined following the government announcement and the policy statement which was due shortly.

Adele Taylor concluded the presentation by explaining the pathway to the budget being approved. The consultation had been launched and would allow residents to provide feedback on the draft budget. Cabinet would consider the engagement feedback and would propose the final budget in early February, this would go to Full Council at the end of February for final approval.

The Panel heard from a member of the public, Mr Paul Hinton, who was representing the RBWM Climate Emergency Coalition. He felt that this was not the time to reduce the overall budget made available to deliver upon the commitments set out in the council's Environment and Climate Strategy, and the corporate plan's priority to tackle climate change and its consequences. In the draft budget, it was proposed that £100,000 of the £250,000 budgeted for supporting the Climate Partnership would no longer come from the revenue budget, this would instead come from CIL payments. Mr Hinton felt that this was equal to a £100,000 reduction in spend on the delivery of the strategy.

Mr Hinton said that the CIL payments were meant to remedy damage caused by development and should be in addition to projects delivered through the Climate Partnership. However, when used as defined in this budget, he felt that this was no benefit. Mr Hinton highlighted to the Panel that in order to meet the council's commitment to reduce carbon emissions, the budget would be relying on development, which was one of the activities that caused them. When RBWM had declared the emergency, the council committed to call on the government to provide additional powers and resources which ensured that the council could help deliver on national emissions targets. Mr Hinton asked if the council could confirm what had been done in this regard, to avoid a significant overall reduction in funds allocated to one of this Council's top three priorities.

The Chairman felt that some important points had been raised by Mr Hinton, the council needed to reduce its carbon footprint. Overall statements as part of the budget would be useful so that the Panel and public could understand where reductions would happen. It could also be something for another Overview and Scrutiny Panel to consider, should there be further questions.

Councillor Bond noted that transport was both a growth item and a saving, which involved S106 money. As this was the form of funding, it was classed as a capital investment and was designed to improve services above the current level, Councillor Bond asked if this presumption was correct. On adult services, he understood that the approach was to encourage residents to stay in their own homes for longer, although the risk was that some residents could need to stay in hospital. Councillor Bond asked if this approach had been shared with NHS partners, he suggested that this could be considered by the Health and Wellbeing Board at a future meeting. He considered the savings that had been proposed, it was like a spectrum with the majority of savings affecting frontline services.

Andrew Durrant said that there had been some positive feedback received about bus services, there had been an offer of free bus travel in the build up to Christmas. The S106 funds that were being used were already in the budget and had been allocated to public transport. They could be both revenue and capital funds depending on the S106 agreement.

Chris Joyce, Head of Infrastructure, Sustainability and Economic Growth, said that bus companies were under a lot of pressure in the current economic climate. There had been a significant amount of funding provided by the Department for Transport to support bus services, the growth bid reflected the expectation that there would not be funding of this level from the government going forward.

Kevin McDaniel responded to Councillor Bond's questions on adult social care. The reason why the council wanted residents to be at home was because the outcomes were usually better, provided this was the correct choice. Moving patients straight from hospital to care homes often meant that more independence was lost. Kevin McDaniel confirmed that he would be happy to have an item come to a Health and Wellbeing Board meeting, in collaboration with NHS partners, which considered how the service could help residents lead independent lives. He had been in regular contact with the NHS RBWM Place Convenor about making sure the care system could work as well it could for residents of the borough.

**ACTION – Item to be submitted to the Health & Wellbeing Board for consideration at a future meeting.**

The Chairman commented on the adult social care reforms, he asked if there was any certainty that this would impact on the budget.

Kevin McDaniel said that until the detail was seen by officers, there would be some caution.

Adele Taylor said that they had tried to indicate where impacts would be felt from the savings that were proposed. Transformation could lead to savings, but savings did not directly lead to transformation, it was important not to transform just to make savings.

Councillor Price said at the last meeting of the Panel, there had been a report considered on a refresh of the corporate plan. However, she did not feel that the budget reflected what had been discussed at the meeting. Councillor Price had carefully considered the equality impact assessments and understood that around half of the budget lines would affect those that were elderly, those that were disabled and those that were poor. The residents survey also highlighted the groups of residents who were dissatisfied, it was the same group of people. Councillor Price noted that comments had been made in the consultation for the budget that it was focused on those most vulnerable in society, but this was not reflected on the equality impact assessments submitted by service areas. She asked if the assessments were therefore accurate and if the council received more money from the government, could this be invested in those groups of residents who needed it most.

Tony Reeves, Interim Chief Executive, said that the refresh of the corporate plan was due to be considered by Cabinet early in the new year. The council was faced with huge challenges on interest rates and the cost of borrowing, it had been difficult to set a legal, balanced budget.



The equality impact assessments were in draft form and would continue to be developed, they identified the risks and challenges which were currently being dealt with by the council in the current economic climate.

Councillor Price felt that residents were not being told the full truth, it would be difficult for those who were not healthy and well off. Community organisations would need to be provide more support to these groups as a result.

Tony Reeves responded by saying that there was support for residents provided by the council in the current economic crisis, new funding streams were coming in and the council was working closely with the voluntary sector to distribute this funding. Resources would be deployed against the priorities of the council, to ensure key services continued and that the council was also financially robust. A stable financial position would allow RBWM to make significant progress for residents over the coming years.

The Chairman suggested that Councillor Price could raise direct issues with any of the equality impact assessments with officers and Cabinet Members, to see if any improvements could be made.

Councillor Sharpe said that officers had attempted to deliver a balanced budget, he asked what the budget looked like for the average resident and also how the budget affected the use of services.

Adele Taylor said that it was a difficult question to answer, there were not many average residents as all circumstances were different. The council had a corporate plan and the budget provided the resources to deliver that plan, having a balanced budget allowed the council to control its own destiny. An unbalanced budget would only allow a council to deliver its minimum statutory services, RBWM was not in this position. Around 80% of the borough's funding was spent on the most vulnerable residents.

Kevin McDaniel said that it was clear on the website what services were provided for adult social care, to allow residents to continue to enjoy their lives and so that individuals felt empowered to live an independent life for longer.

Lin Ferguson, Director of Children's Services, added that the council needed to prioritise the most vulnerable. For young children, it was important to develop family resilience and communities could support vulnerable people. The council could intervene where there were gaps, officers were keen to work with voluntary organisations and families to build resilience and increase independence.

Councillor Sharpe said that the emerging need from residents should be considered, so that the council was aware of where challenges would be coming from. He commented that the budget was only balanced if all savings which had been proposed were achieved, Councillor Sharpe asked how confident officers were that savings would be achieved.

Councillor Knowles passed on his gratitude to the finance team, it was hard to set a balanced budget and make decisions on trimming services. He was concerned about the staff headcount and the increased pressure that some staff would be under, this would not help retention. Councillor Knowles hoped that the questions which had been submitted and answered in advance of the meeting would be published as they contained detail on a number of budget lines. A lot of savings were marked as 'explore', or 'investigate', and this needed some clarification. Councillor Knowles suggested that each line should be considered by either the People or the Place Overview and Scrutiny Panels, as appropriate, which would allow for focused discussion. On interest rate and debt assumptions, Councillor Knowles asked what risk mitigations were in place should these assumptions not be correct.

Adele Taylor confirmed that the questions and answers could be published as a supplement to the agenda after the meeting. The Audit and Governance Committee had an oversight role of

the treasury management strategy and the capital strategy, there had discussion at the Committee about how to de-risk rising interest rates. The council worked closely with their financial advisors, Arlingclose. The impact of interest rates had been mitigated through borrowing throughout the year, along with long term fixed borrowing.

Councillor Knowles felt that each overview and scrutiny panel would be able to consider the budget with fresh eyes which would ensure more productive scrutiny, it was not possible for the Corporate Overview and Scrutiny Panel to consider all the budget lines at this meeting.

Tony Reeves said that the council did not yet have the financial settlement from the government, the budget was still in draft form. The cost of borrowing had changed dramatically in the last few months and could change before the budget was set. The budget consultation process offered both Members and residents the opportunity to provide detailed feedback. Having each line considered by each Panel would distort the process, it should be viewed as a whole compared to the priorities set out in the corporate plan.

The Chairman said that concerns had been raised by Members as part of the questions which had been submitted in advance of the meeting and these would be picked up officers and Cabinet Members to consider if any changes to budget proposals were needed.

Councillor Knowles felt that further scrutiny was required, as the answers to these questions could not be challenged further and some answers needed some clarification.

Adele Taylor highlighted that the page for the budget consultation had gone live, she encouraged all Members to share this link with residents, voluntary groups and other organisations. A single email inbox had been set up to deal with and answer questions on the budget for councillors, any additional questions that Members had would be answered as soon as possible by the finance team. A briefing session would take place with each political group, which provided a further opportunity for questions to be asked.

Tony Reeves added that all feedback received through the consultation would feed back in to the revised equality impact assessments. This was a transparent process, Full Council set and agreed the budget.

Councillor Story thanked the finance team for providing the answers to all of the questions which had been submitted by Members. There was a lot of uncertainty around the next financial year, with some of the answers given by officers not giving an exact answer as further work needed to be done, this was understandable. However, Councillor Story asked in light of this uncertainty, how confident were officers that the savings outlined in the budget could be delivered.

Adele Taylor said that the budget was in draft form, if some of the work did not have deliverability it could be altered before the final budget was submitted to Full Council. She needed to also produce a section 25 report, this was a personal statement from the Executive Director of Resources which discussed the robustness of estimates and described the methodology which had been used. Potential risks would be included and this also included risks external to the council. Officers believed that they could deliver the estimates in the budget.

Tony Reeves added that throughout the process of developing the budget proposals, the Corporate Leadership Team had been challenged extensively to ensure that any optimism bias had been removed and the budget was as robust as it could be, at the current stage.

Councillor Story noted that around 80% of council tax was spent on adult social care, he asked if this was similar to last year.

He was informed that it was a slightly greater proportion of council tax being spent in this area, compared to the last financial year. It had been around 78% previously.

Councillor Story asked how this compared with other local authorities.

Adele Taylor said this figure was comparable with other local authorities, it was slightly higher due to the low council tax base in RBWM.

Kevin McDaniel said that considering the amount of money spent per person who needed support from the council, RBWM was a good value authority. The council was an outlier on specific services, for example placements for young people and residential placements for adults.

Councillor Story commented on unaccompanied asylum seeking children, there was a figure in the budget of £713,000. He understood that the council had an obligation to accept a certain number of children, Councillor Story felt that the council was doing more than other local authorities.

Kevin McDaniel said that an unaccompanied asylum seeker under the age of 18 was treated as a child in care. The council received £1,000 a week up until the child was 18, the average across the country was that money would pay for the accommodation of the asylum seeker, but not the cost of the teams that supported asylum seekers. The number of children in care from local families was at around 100, while there were 35 unaccompanied asylum seekers. RBWM received no infrastructure costs to cover the 35 asylum seekers, £713,000 was the investment the council needed to make. In total, the council spent about £1 million a year on unaccompanied asylum seekers, Ukrainian families were not included in this as they were covered by a separate government grant. RBWM was one of two councils in the south east running at 100% of the target in this area.

Councillor Story asked if there was any prospect of government support to help the council with the £1 million investment it had earmarked for unaccompanied asylum seekers.

Kevin McDaniel explained that at the current point in time, there was no intention from the government to change any of the support grants or policy statements.

Councillor Story asked about reserves, he said that the purpose of reserves was to mitigate financial shocks.

Adele Taylor said that all council's needed reserves to cover unforeseen incidents, this was called general fund reserves. RBWM had historically low reserves, being previously close to the minimal level recommended. This level was calculated by the financial risks in the system. In years where the contingency sum had not been used, this had been put into the reserves. The council also had ear marked reserves, these were reserved for specific purposes, for example an election.

Councillor Story concluded his questions by asking about council tax. He said that RBWM was very low compared to neighbouring authorities, for example, Reading Borough Council was over £600 more a year for the same council tax band. Councillor Story asked if this would be the same for the next financial year.

Adele Taylor said that she could not comment on the council tax policies of other authorities, but she imagined that most would take the opportunity to increase the amount charged by some level. However, a 5% increase for RBWM would raise less money than a 5% increase for an authority which already had a higher rate of council tax. The government assumed that local authorities would raise their council tax by the maximum amount possible, if an authority chose not to do this it could lead to a greater erosion of finances. Residents should be aware of the support that could be provided, like the council tax reduction scheme.

Councillor Shelim said that the consultation gave all residents the opportunity to be part of the budget proposals. He asked why the council was looking to recruit a full time scrutiny officer.

Emma Duncan said that the peer review recommendations highlighted that a scrutiny officer would provide extensive support to the scrutiny function. Scrutiny was an important part of making sure that decisions were made in the right way, resources had therefore been focused on this function.

Councillor Werner said that there were a number of savings lines in the budget which increased the risk of the welfare of children and young people. He had noted an admission earlier in the meeting that the resources of the budget did not allow all of the corporate plan priorities to be fulfilled. Reducing services in the family hub to statutory only would have a significant impact on vulnerable families and would increase spending. Without the family hubs, Councillor Werner felt that it would be difficult to teach family resilience. There were a number of items in the budget that were labelled as 'review', which came to a total of approximately £5 million, with a number being amber or red in terms of achievability. Councillor Werner believed that the budget was not balanced, he felt that the review lines were put in to give the appearance of a balanced budget. It was a scary budget and needed further scrutiny, he felt that lines of the budget should be considered by each of the relevant scrutiny panels.

Tony Reeves said that it was not regarded as a scary budget by officers. The budget was at an early stage and there were a couple of months to go before the process concluded, the council would have an updated position on the financial settlement from the government which would provide further clarity. Officers were as confident as they could be currently.

Kevin McDaniel said that the children's services budget was still £27 million, with the majority of this money prioritised on those children that were at immediate or significant risk of harm. The budget did not reduce the amount of money available for early help and prevention services, transformation would help to ensure that less was spent on the crisis service and more was spent further down the line. Kevin McDaniel said that he was happy to have any meetings with Members to answer any further detailed questions on the children's services budget.

Councillor Werner asked a number of detailed questions:

- On the reduction in education welfare support, new statutory requirements for attendance support had been put in place but were not funded by the government. He asked if this saving would reduce the support to the new statutory level in order for the council to meet the cost rather than schools.
- On youth offending, much of what the team did was statutory so there was very little that could be cut. The team could not be restructured without consultation from the Youth Justice Board to ensure that the council met statutory duties, caseloads had increased 66% in the past year and this was expected to continue to rise. How confident were the administration that the council would be able to fulfil its statutory duties after this saving was made.
- On the SEND service team, this was being reduced to the statutory level which was to consider EHCP applications within 20 weeks. Officers expected timeliness would reduce from 80%. Councillor Werner asked how would the increased risk of expensive parent led tribunals and complaints be managed within the budget.
- 2485 pupils were classed as SENCO on the SEND register and they would now not be eligible for support. Councillor Werner asked if this was correct and could be justified.

- On the removal of non-statutory children's hub services, Councillor Werner asked if the only statutory services that the family hub had to provide were in relation to children in care.
- The overall cost of non-statutory family hub services was more than the £480,000 saving in the budget. From initial questions, it was suggested that £450,000 of the family hub budget was from the strengthening families funding which was specifically for early help interventions. Councillor Werner asked if this money was ring fenced for early help only, and what would happen to this funding if the council ceased to provide more than statutory services.
- Councillor Werner asked why were the health visiting team being offered as a substitute for non-statutory family hub services.
- Councillor Werner concluded his questions on asking what would happen with the child sexual exploitation and criminal exploitation work that protected young people and how many young people could be put at risk.

The Chairman advised Councillor Werner that these questions could be submitted to officers and the relevant Cabinet Member after the meeting, as they were complex and would require detailed answers.

Kevin McDaniel said that he was happy to answer the questions after the meeting and for the answers to be circulated to the Panel and published as a supplement to the minutes.

**ACTION – Answers to Councillor Werner's questions to be circulated and published once they were ready.**

Councillor Price asked how many full time employees would be affected by proposals made in the budget. She noted that the Panel were not told which items were not changing or what the amount would be, for example she did not know if community grants would be changing. Councillor Price felt that she would have more confidence if lines which were still under review were discounted from the budget, she asked if this had been considered by the finance team.

Adele Taylor said that the number of affected RBWM employees was in the single digits. Optalis and Achieving for Children were separate companies, but Adele Taylor was happy to provide the exact figure after the meeting for RBWM. There had been challenge sessions with the finance team to ensure that review lines were challenged effectively. The budget was still in draft form and could change, there was also a contingency line in the budget, this would deal with non-delivery of savings where an alternative could not found along with one off items that could occur. This was included in the budget every year.

**ACTION – Adele Taylor to provide the number of RBWM employees affected by the budget.**

Andrew Durrant confirmed that community grants would continue and was in the budget going forward, work was being done to investigate the benefits of a community lottery. He was happy to see if he could help any organisation which needed the support of the council.

Councillor Price said that the budget showed which areas had increased and decreased. However, she felt like she could not make a decision on whether there were enough community wardens, for example, as she did not know how many there currently were.

Adele Taylor clarified that the decision that Full Council would make would be on the budget with detailed additions and reductions to the existing budget. Resources were linked to outcomes, if priorities in the corporate plan were not being achieved, growth bids would be

added to the budget. It was the role of the finance team to ensure that there was enough resource to fulfill the corporate priorities.

Councillor Price proposed that all items in the budget related to the place directorate would be considered by the Place Overview and Scrutiny Panel and that all items related to the people directorate were referred to the People Overview and Scrutiny Panel. This was seconded by Councillor Knowles.

A named vote was taken.

<b>Refer all place items to the Place Overview and Scrutiny Panel and all people items to the People Overview and Scrutiny Panel (Motion)</b>	
Councillor Gerry Clark	For
Councillor John Story	For
Councillor Simon Bond	For
Councillor Gary Muir	For
Councillor Neil Knowles	For
Councillor Helen Price	For
Councillor Julian Sharpe	Against
Councillor Shamsul Shelim	Against
Councillor Chris Targowski	For
<b>Carried</b>	

**RESOLVED: That all items in the budget related to the place directorate were referred to the Place Overview and Scrutiny Panel and all items in the budget related to the people directorate were referred to the People Overview & Scrutiny Panel.**

Councillor Davies thanked Paul Hinton for his comments on climate change in the budget at the start of the meeting. Taking action to prevent climate change and its consequences was one of the council's top three priorities in the corporate plan, she asked if the Place Overview and Scrutiny Panel could take a closer look and consider the impact on the community.

The Panel agreed that this could be added into the recommendation, highlighting that the Place Overview and Scrutiny Panel should pay particular attention to how action on climate change was being funded in the budget.

**RESOLVED UNANIMOUSLY: That the Place Overview and Scrutiny Panel would consider the climate change budget lines in further detail.**

Adele Taylor advised that if there was the removal of a saving, alternatives needed to be considered.

Councillor Stimson, Cabinet Member for Climate Action and Sustainability, said that difficult decisions had to be made on the budget. Over 80% of council tax funding was spent on vulnerable children and adults, if this funding was removed then it would need to be found from somewhere else.

Emma Duncan said that the Place Overview and Scrutiny Panel could make recommendations to Cabinet on which savings should be removed, but Cabinet had a duty to set a balanced budget.

Andrew Durrant clarified that the council was not looking to reduce the £250,000 which had been committed to the climate partnership over three years. The budget was showing that £100,000 of this funding would come from S106 money, which the council already had. Therefore, there was no change to the amount of money which was being prioritised in this area.

Councillor Hilton, Cabinet Member for Asset Management, Commercialisation, Finance and Ascot, addressed the Panel. He thanked all Panel Members and officers for their time and input into the meeting. Comments on the budget at the meeting were welcomed and would be considered by officers and Cabinet, the budget could be changed before it was agreed by Cabinet and put forward to Full Council in February.

Councillor Price asked if the process for asking questions at the Panel meetings in January could be outlined, for example would non-Panel Members be able to ask questions.

The Chairman agreed that all Members being briefed on the procedure would be useful if appropriate, in advance of the meetings taking place.

Work Programme

The Panel noted the work programme.

The meeting, which began at 7.00 pm, finished at 10.05 pm

CHAIR.....

DATE.....

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Report Title:	2023/24 Fees & Charges
Contains Confidential or Exempt Information	No - Part I
Cabinet Member:	Councillor Hilton, Cabinet Member for Asset Management & Commercialisation, Finance, & Ascot
Meeting and Date:	Corporate Overview & Scrutiny – 30 January 2023
Responsible Officer(s):	Andrew Vallance, Head of Finance and Deputy S151 Officer Adele Taylor, Executive Director of Resources and S151 Officer
Wards affected:	All

## REPORT SUMMARY

This report invites Members of the panel to consider and comment on the proposals for the levels of fees and charges to be levied for the next financial year, 2023/24. Fees and charges take effect from 1 April 2023.

### 1. DETAILS OF RECOMMENDATION

**RECOMMENDATION:** That Corporate Overview & Scrutiny is asked to comment on:

- i) The proposed fees and charges for 2023/24 as set out in Appendix A.

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

#### Options

Table 1: Options arising from this report

Option	Comments
Corporate Overview & Scrutiny Panel <b>This is the recommended option</b>	This is the recommended option.

### 3. KEY IMPLICATIONS

- 3.1 The Council faces considerable financial risks that could have a significant and immediate impact on its finances. However, whilst reserves are currently above the minimum level that the S151 Officer has deemed are required to protect against financial and service risks, they remain low compared to the optimum level that should be held. The Medium-Term Financial Plan assumes that the Council will identify sustainable savings over the medium term and therefore remain above the minimum level of reserves identified by the S151 Officer (£6.700m).

**Table 2: Key Implications**

Outcome	Unmet	Met	Exceeded	Significantly Exceeded	Date of delivery
General Fund Reserves	<£6.7m	£6.7m to £6.9m	£6,9m to £16.9m	> £16.9m	31 March 2023

#### 4. FINANCIAL DETAILS / VALUE FOR MONEY

- 4.1 The Council provides a wide range of services and the ability to charge for some of these services is a key funding source to support the cost of providing the service.
- 4.2 Some fees and charges are statutory, such as planning fees which are set nationally. Others, such as Adult Social Care, the Council has little discretion over and increases are determined by factors such as the pensions triple lock or increases in welfare benefits. Similarly, rental income from Temporary Accommodation is largely dependent on changes to the Local Housing Allowance set by the DWP.
- 4.3 Other charges are discretionary, and the Council can choose to set the level. Where this is the case, the following principles have been used:
- **Charges should be broadly in line with other neighbouring councils.** Where possible, benchmarking has been completed to ensure this is the case.
  - **Charges should reflect cost increases incurred by the Council.**
  - **Charges should recognise demand for the service.** In some cases, increasing charges can have a negative impact on overall income.
- 4.4 This year inflation is much higher than it has been in recent years. This feeds through to the Council charges when considering the second principle in paragraph 4.3. In December 2022 the Consumer Price Index was 10.7% and the Retail Price Index was 14.0%.
- 4.5 Revisions to fees & charges will be approved as part of the final budget process, after consultation and equality impact assessments are undertaken.
- 4.6 Table 3 details the Council's significant estimated fees and charges income streams for 2023/24. Appendix A details the full list of proposed fees & charges for 2023/24.

**Table 3: Fees & charges budgeted income for 2023/24**

	22/23 Budget £000	23/24 Draft Budget £000	Average Increase %
Parking Services	(10,272)	(11,465)	11.61%
Adult Social Care	(9,850)	(10,312)	4.68%
Property services	(4,342)	(4,469)	2.92%

Planning services	(2,111)	(2,624)	24.28%
Highways	(1,465)	(1,666)	13.77%
Housing, Env. Health and Trading Standards	(1,253)	(1,290)	2.99%
Waste & Highways Environmental	(1,102)	(1,183)	7.39%

## 5. LEGAL IMPLICATIONS

- 5.1 Local authorities have a variety of powers to charge for specific statutory services set out in statute. The Local Government Act 2003 also provides a power to trade and a power to charge for discretionary services. The Localism Act 2011 provides local authorities with a general power of competence that confers on them the power to charge for services.
- 5.2 Where authorities have a duty to provide a statutory service free of charge to a certain standard, no charge can be made for delivery to that standard. However, service delivery beyond that point may constitute a discretionary service for which a charge can be made.

## 6. RISK MANAGEMENT

- 6.1 In proposing the fees and charges for 2023/24 the impact of increases adversely affecting demand have been assessed. There is also a risk of increased bad debt. These risks will be monitored through the budget monitoring process.

## 7. POTENTIAL IMPACTS

- 7.1 Equalities. An Equality Impact Assessment will be completed for the overall budget and presented with the final report to February Full Council.
- 7.2 Climate change/sustainability. There are wide range of charges, but parking charges are potentially the most significant in terms of influencing behaviour that has an impact on the climate. Although the increase in parking charges is below inflation it is significant and demonstrates the fine line the Council is navigating between impact on climate and the cost-of-living crisis. Parking permits for electric vehicles remain free to encourage vehicles that pollute less.
- 7.3 Data Protection/GDPR. None.

## 8. CONSULTATION

- 8.1 The 2023/24 budget consultation runs until 24 January 2023. This includes details of the proposed parking fees & charges. Feedback from this will form part of the final budget proposals presented to Full Council in February.

## 9. TIMETABLE FOR IMPLEMENTATION

- 9.1 Revisions to fees and charges will be approved as part of the final budget process. Pending that process concluding, the revised fees and charges will be implemented from 1 April 2023.

## 10. APPENDICES

- 10.1 This report is supported by one appendix:

- Appendix A – Fees and Charges Schedule

## 11. BACKGROUND DOCUMENTS

- 11.1 None.

## 12. OFFICER CONSULTATION

Name of consultee	Post held	Date sent	Date returned
<i>Mandatory: Statutory Officer (or deputy)</i>			
Adele Taylor	Executive Director of Resources/S151 Officer	09/01/23	
Emma Duncan	Director of Law, Strategy & Public Health/ Monitoring Officer	09/01/23	12/01/23
<i>Deputies:</i>			
Andrew Vallance	Head of Finance (Deputy S151 Officer)	09/01/23	19/01/23
Elaine Browne	Head of Law (Deputy Monitoring Officer)	09/01/23	17/01/23
<i>Mandatory: Equalities Officer – to advise on EQiA, or agree an EQiA is not required</i>			
Ellen McManus-Fry	Equalities & Engagement Officer	09/01/23	18/01/23
<i>Other consultees:</i>			
<i>Directors (where relevant)</i>			
Tony Reeves	Interim Chief Executive	09/01/23	
Andrew Durrant	Executive Director of Place	09/01/23	17/01/23
Kevin McDaniel	Executive Director of People Services	09/01/23	10/01/23
Stuart Lines	Director of Public Health	09/01/23	

Confirmation relevant Cabinet Member(s) consulted	Cabinet Member for Asset Management & Commercialisation, Finance, & Ascot	Yes
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## REPORT HISTORY

<b>Decision type:</b>	<b>Urgency item?</b>	<b>To follow item?</b>
For information	No	No

Report Author: Julian McGowan, Senior Finance Business Partner
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ADULTS AND HOUSING DIRECTORATE		2023/24 £	2022/23 £	Increase %	Discretionary / non-discretionary
<b>ADULT SOCIAL CARE</b>					
<b>Residential placements in RBWM commissioned homes</b>					
Older people residential home placements		Full cost recovery	Full cost recovery		Discretionary
Older people nursing home placements (Funded Nursing Care deducted where applicable)		Full cost recovery	Full cost recovery		Discretionary
Homeside Close and Winston Court - Standard Charge to other local authorities	Per week	1,804.00	1,685.71	7.0%	Discretionary
<b>Homes for People with Learning Disability - Respite care</b>					
RBWM residents / Personal Budget Holders	Per night	186.00	173.63	7.1%	Discretionary
Other Local Authorities, Mon-Thu	Per night	543.00	507.87	6.9%	Discretionary
Other Local Authorities, Fri-Sun	Per night	633.00	591.43	7.0%	Discretionary
<b>Older Persons: Residential Respite</b>					
In residential and nursing homes, arranged by the Council	Per week	1,088.00	1,017.00	7.0%	Discretionary
<b>Administration fee for self-funders</b>					
Administration fee for setting up care arrangements	One-off	375.00	350.00	7.1%	Discretionary
Annual fee for ongoing management of care arrangements	Annual	348.00	325.00	7.1%	Discretionary
<b>Deferred payments</b>					
Set up fee	One-off	1,321.00	1,235.00	7.0%	Discretionary
Ongoing fee	Annual	375.00	350.00	7.1%	Discretionary
<b>Homecare</b>					
Standard Charge	Per hour	19.95	19.95	0.0%	Discretionary
Live in Carer		Full cost recovery	Full cost recovery		Discretionary
Sleep in Services		Full cost recovery	Full cost recovery		Discretionary
<i>Note: The Executive Director - Adults, Health and Commissioning, in liaison with the Lead Member for Adult Social Care, sets this rate.</i>					
<b>Meals on Wheels</b>	Per meal	5.50	5.00	10.0%	Discretionary
<b>Learning Disability: day activity morning or afternoon session in day centre</b>					
Ratio 1:1 - RBWM residents / Personal Budget Holders	Per session	104.00	97.13	7.1%	Discretionary
Ratio 1:2 - RBWM residents / Personal Budget Holders	Per session	52.00	48.52	7.2%	Discretionary
Ratio 1:3 - RBWM residents / Personal Budget Holders	Per session	35.00	32.27	8.5%	Discretionary
Ratio 1:5 - RBWM residents / Personal Budget Holders	Per session	21.00	19.30	8.8%	Discretionary
Ratio 1:10 - RBWM residents / Personal Budget Holders	Per session	10.00	9.60	4.2%	Discretionary
Ratio 1:1 - Other Local Authorities and full cost payers	Per session	130.00	121.49	7.0%	Discretionary
Ratio 1:2 - Other Local Authorities and full cost payers	Per session	92.00	86.27	6.6%	Discretionary
Ratio 1:3 - Other Local Authorities and full cost payers	Per session	66.00	61.38	7.5%	Discretionary
Ratio 1:5 - Other Local Authorities and full cost payers	Per session	42.00	39.44	6.5%	Discretionary
Ratio 1:10 - Other Local Authorities and full cost payers	Per session	24.00	22.67	5.9%	Discretionary
<b>Learning Disability: Other Local Authority midday meal supervision</b>					
Ratio 1:1		62.00	57.69	7.5%	Discretionary
Ratio 1:2		43.00	40.08	7.3%	Discretionary
Ratio 1:3		30.00	27.74	8.1%	Discretionary

ADULTS AND HOUSING DIRECTORATE		2023/24 £	2022/23 £	Increase %	Discretionary / non-discretionary
Ratio 1:5		18.00	16.88	6.6%	Discretionary
Ratio 1:10		9.00	8.34	7.9%	Discretionary
<b>Continuing Health Care charge where care staff are separately funded</b>					
Ratio 1:1	Per session	26.37	26.37	0.0%	Discretionary
<b>Transport</b>					
Learning Disability	Per journey	8.00	7.50	6.7%	Discretionary
Older persons single Journey to day centre/activity (max 2 charges per session)	Per journey	6.00	5.30	13.2%	Discretionary
<b>Blue Badge</b>					
	Per badge	10.00	10.00	0.0%	Non-discretionary
<b>Direct Payments - Rates payable to service user</b>					
Standard Rate - care provided by homecare agency	Per hour	SEE NOTE 2 below	SEE NOTE 2 below		Discretionary
Sleeping Night Service	Per night	69.00	64.80	6.5%	Discretionary
Employment of Personal Assistant - start up and emergency reserve	One-off	535.00	500.00	7.0%	Discretionary
Employment of Personal Assistant - standard rate including all oncosts	Per hour	15.32	14.32	7.0%	Discretionary
<i>Note: It is requested that Delegated authority is extended to the Executive Director - Adults, Health and Commissioning, in liaison with the Lead Member for Adult Social Care to set this rate.</i>					

ADULTS AND HOUSING DIRECTORATE		2023/24 £	2022/23 £	Increase %	Discretionary / non-discretionary
<b>COMMUNITY, PROTECTION &amp; ENFORCEMENT SERVICES</b>					
<b>Environmental Protection</b>					
Converted to a PSPO*		100.00	100.00	0.0%	Non-discretionary
Standard Fixed Penalty Notice for Environmental Protection Property		102.00	95.14	7.2%	Non-discretionary
Environmental Protection Act - LA Pollution Prevention Control (dependant on type of process tested)		Set by DEFRA	Set by DEFRA		Non-discretionary
Scrap Metal Licensing: Collector Licence		250.00	233.55	7.0%	Non-discretionary
Scrap Metal Licensing: Site Licence		373.00	348.76	7.0%	Non-discretionary
Fixed Penalty Notice for fly tipping		428.00	400.00	7.0%	Non-discretionary
Fixed Penalty Notice for failing to produce documentation for the transfer of waste		321.00	300.00	7.0%	Non-discretionary
<i>*£100 reduced to £75 if paid within 14 days</i>					
<b>Trading Standards</b>					
Weights & measures fees	Per hour	70.00	66.57	5.2%	Discretionary
Petroleum licences		See website	See website		Non-discretionary
Explosives licences		See website	See website		Non-discretionary
<b>Residential Services</b>					
Houses In Multiple Occupation (HMO Licences): basic compliance with 5 bedrooms		845.00	837.00	1.0%	Non-discretionary
Houses In Multiple Occupation (HMO Licences): additional rooms	Per room	28.00	27.43	2.1%	Non-discretionary
Houses In Multiple Occupation (HMO Licences): renewal of licence and second and subsequent properties		778.00	770.00	1.0%	Non-discretionary
Follow ups of incomplete applications	Per hour	41.00	40.64	0.9%	Non-discretionary
Copy Licence		11.00	11.18	-1.6%	Non-discretionary
<b>The Smoke And Carbon Monoxide Alarm (England) Regulations 2015 - penalty charges</b>					
First offence paid within 14 days		1,000.00	1,000.00	0.0%	Non-discretionary
First offence paid later than 14 days		2,000.00	2,000.00	0.0%	Non-discretionary
Second offence		3,000.00	3,048.00	-1.6%	Non-discretionary
Third and subsequent offences		5,000.00	5,080.00	-1.6%	Non-discretionary
<b>Community safety / anti-social behaviour</b>					
Dog Faeces Fixed Penalty Notice*		100.00	100.00	0.0%	Non-discretionary
Fixed Penalty Notice for Breach of Public Space Protection Officer (PSPO)*		100.00	100.00	0.0%	Non-discretionary
Fixed Penalty Notice for Breach of Community Protection Notice (CPN)*		100.00	100.00	0.0%	Non-discretionary
Fixed Penalty Notice for Littering*		100.00	100.00	0.0%	Non-discretionary
Fixed Penalty Notice for Graffiti (New Fee)*		100.00	100.00	0.0%	Non-discretionary
Civil Penalty of Littering for Vehicle (New Fee)*		100.00	100.00	0.0%	Non-discretionary
<i>*£100 reduced to £75 if paid within 14 days</i>					
<b>Licensing Of Hackney Carriages And Private Hire Vehicles</b>					
For 1-5 vehicles		265.00	265.00	0.0%	Non-discretionary
For 6-10 vehicles		440.00	440.00	0.0%	Non-discretionary
For 11-15 vehicles		615.00	615.00	0.0%	Non-discretionary
For 16-20 vehicles		790.00	790.00	0.0%	Non-discretionary
For 21 vehicles and over		1,035.00	1,035.00	0.0%	Non-discretionary
For 30 vehicles and over		1,420.00	1,420.00	0.0%	Non-discretionary
Drivers annual licence		100.00	100.00	0.0%	Non-discretionary



ADULTS AND HOUSING DIRECTORATE	2023/24 £	2022/23 £	Increase %	Discretionary / non-discretionary
Drivers dual licence	160.00	160.00	0.0%	Non-discretionary
Transfer of driver or vehicle licence	37.00	37.00	0.0%	Non-discretionary
Badge replacement	10.00	10.00	0.0%	Non-discretionary
Knowledge test	16.00	16.00	0.0%	Non-discretionary
Meter test	27.00	27.00	0.0%	Non-discretionary
Carriage licence	255.00	255.00	0.0%	Non-discretionary
Replacement plate	10.00	10.00	0.0%	Non-discretionary
<b>Licensing Act 2003</b>				
Personal Licences (set by statute)	37.00	37.00		Non-discretionary
Annual Fee for Premises Licences (set by statute)	See website	See website		Non-discretionary
Sexual Venue Licensing (Per Premises)	5,000.00	5,000.00	0.0%	Discretionary
Sex Shop Licences (Per Premises)	5,000.00	5,000.00	0.0%	Discretionary
<b>Betting Premises (excluding Tracks)</b>				
New application	3,000.00	3,000.00	0.0%	Non-discretionary
Annual fee	600.00	600.00	0.0%	Non-discretionary
Application to vary	1,500.00	1,500.00	0.0%	Non-discretionary
Application to transfer	1,200.00	1,200.00	0.0%	Non-discretionary
Application for re-instatement	1,200.00	1,200.00	0.0%	Non-discretionary
Application for provisional statement	3,000.00	3,000.00	0.0%	Non-discretionary
Licence application (provisional statement holders)	1,200.00	1,200.00	0.0%	Non-discretionary
Copy licence	25.00	25.00	0.0%	Non-discretionary
Notification of change	50.00	50.00	0.0%	Non-discretionary
<b>Tracks</b>				
New application	2,500.00	2,500.00	0.0%	Non-discretionary
Annual fee	1,000.00	1,000.00	0.0%	Non-discretionary
Application to vary	1,250.00	1,250.00	0.0%	Non-discretionary
Application to transfer	950.00	950.00	0.0%	Non-discretionary
Application for re-instatement	950.00	950.00	0.0%	Non-discretionary
Application for provisional statement	2,500.00	2,500.00	0.0%	Non-discretionary
Licence application (provisional statement holders)	950.00	950.00	0.0%	Non-discretionary
Copy licence	25.00	25.00	0.0%	Non-discretionary
Notification of change	50.00	50.00	0.0%	Non-discretionary
<b>Safety of Sports Ground Act 1975</b>				
Issuing of a safety certificate	1,105.00	1,105.00	0.0%	Non-discretionary
Amendment of a safety certificate	553.00	553.00	0.0%	Non-discretionary
Replacement of a safety certificate	553.00	553.00	0.0%	Non-discretionary
Transfer of a safety certificate	553.00	553.00	0.0%	Non-discretionary
Cancellation of a safety certificate	553.00	553.00	0.0%	Non-discretionary
<b>Adult gaming centre</b>				
New application	2,184.28	2,184.28	0.0%	Non-discretionary
Annual fee	1,094.98	1,094.98	0.0%	Non-discretionary
Application to vary	1,094.98	1,094.98	0.0%	Non-discretionary

<b>ADULTS AND HOUSING DIRECTORATE</b>	<b>2023/24</b>	<b>2022/23</b>	<b>Increase</b>	<b>Discretionary /</b>
	<b>£</b>	<b>£</b>	<b>%</b>	<b>non-discretionary</b>
Application to transfer	1,315.01	1,315.01	0.0%	Non-discretionary
Application for re-instatement	1,315.01	1,315.01	0.0%	Non-discretionary
Application for provisional statement	2,183.76	2,183.76	0.0%	Non-discretionary
Licence application (provisional statement holders)	1,314.49	1,314.49	0.0%	Non-discretionary
Copy licence	32.02	32.02	0.0%	Non-discretionary
Notification of change	32.02	32.02	0.0%	Non-discretionary
<b>Other statutory licences - set by licensing panel</b>				
Street trading	3,000.00	3,000.00	0.0%	Discretionary

ADULTS AND HOUSING DIRECTORATE	2023/24 £	2022/23 £	Increase %	Discretionary / non-discretionary
<b>ENVIRONMENTAL HEALTH - COMMERCIAL SERVICES</b>				
Freezer failure certificate	176.97	160.89	10.0%	Discretionary
Private water supplies - laboratory costs plus officer hourly rate, subject to statutory maximums	Set by statute	Set by statute		Non-discretionary
Food hygiene rescore visit	275.00	250.00	10.0%	Discretionary
Health & Safety Work Act S28 - cost of officer time + 15% admin	93.50	85.00	10.0%	Discretionary
Breeding of dogs - single species and single activity only. NEW LICENCE	678.00	678.00	0.0%	Non-discretionary
Breeding of dogs - single species and single activity only. RENEWAL LICENCE	456.00	444.00	2.7%	Non-discretionary
Animal boarding (kennel or cattery) - single species and single activity only. NEW LICENCE	678.00	678.00	0.0%	Non-discretionary
Animal boarding (kennel or cattery) - single species and single activity only. RENEWAL LICENCE	456.00	444.00	2.7%	Non-discretionary
Home Boarders for dogs - NEW LICENCE	417.00	315.00	32.4%	Non-discretionary
Home Boarders for dogs - RENEWAL LICENCE	377.00	350.00	7.7%	Non-discretionary
Franchisee Arrangers Licence - NEW APPLICATION	417.00	235.00	77.4%	Non-discretionary
Franchisee Arrangers Licence - RENEWAL APPLICATION	377.00	265.00	42.3%	Non-discretionary
Franchisee Arrangers Licence - assessment of hobby host	377.00	115.00	227.8%	Non-discretionary
Dog Day Car - NEW LICENCE	504.00	435.00	15.9%	Non-discretionary
Dog Day Car - RENEWAL LICENCE	456.00	400.00	14.0%	Non-discretionary
Combined animal welfare activities (e.g. dogs and cats boarding)- NEW LICENCE	748.00	748.00	0.0%	Non-discretionary
Combined animal welfare activities (e.g., dogs and cats boarding)- RENEWAL LICENCE	560.00	540.00	3.7%	Non-discretionary
Hiring out of horses - NEW LICENCE	634.00			Non-discretionary
Fees per horse: 1-10 horses - £15/horse; 11-50 horses - £10/horse; more than 50 horses - £8/horse				Non-discretionary
1-10 horses	Per horse	15.00		Non-discretionary
11-50 horses	Per horse	10.00		Non-discretionary
More than 50 horses	Per horse	8.00		Non-discretionary
Hiring out of horses - ANNUAL INSPECTION		214.00		Non-discretionary
Fees per horse: 1-10 horses - £15/horse; 11-50 horses - £10/horse; more than 50 horses - £8/horse				Non-discretionary
1-10 horses	Per horse	15.00		Non-discretionary
11-50 horses	Per horse	10.00		Non-discretionary
More than 50 horses	Per horse	8.00		Non-discretionary
Sale of pets - NEW LICENCE	678.00	678.00	0.0%	Non-discretionary
Sale of pets - RENEWAL LICENCE	541.00	444.00	21.8%	Non-discretionary
Dangerous animals - NEW LICENCE (does not include Vet Fee of £40 per hour)	356.00	612.00	-41.8%	Non-discretionary
Dangerous animals - renewal (does not include Vet Fee of £40 per hour)	191.00	500.00	-61.8%	Non-discretionary
Animals for exhibit (Performing animals) - zoo licence NEW LICENCE (does not include Vet fees)	483.00	390.00	23.8%	Non-discretionary
Animals for exhibit (Performing animals) - zoo Licence renewal	405.00	335.00	20.9%	Non-discretionary
Rating rescore/ re-evaluation	228.00	200.00	14.0%	Non-discretionary
Rating appeal (re-imbursed if appeal upheld)	90.00	90.00	0.0%	Non-discretionary
Licence Variation	80.00	50.00	60.0%	Non-discretionary
Licence Transfer in the event of death	80.00	50.00	60.0%	Non-discretionary
Ear piercing / acupuncture / electrolysis and tattooing - registration of premises and one practitioner	269.50	245.00	10.0%	Non-discretionary
Ear piercing / acupuncture / electrolysis and tattooing - each additional practitioner	90.20	82.00	10.0%	Non-discretionary
Ear piercing / acupuncture / electrolysis and tattooing - existing Licence amendment	46.75	42.50	10.0%	Non-discretionary
Ear piercing / acupuncture / electrolysis and tattooing - replacement of operator certificate	22.00	20.00	10.0%	Non-discretionary
<b>RESIDENTIAL SERVICES</b>				
Domestic pest control service - set by SDK Environmental Ltd	See website	See website		Discretionary
Housing Act notice	300.00	Officer time		Non-discretionary

ADULTS AND HOUSING DIRECTORATE	2023/24 £	2022/23 £	Increase %	Discretionary / non-discretionary
Enforcement - works in default	50.00	Officer time		Non-discretionary
Houses In Multiple Occupation (HMO Licences) - basic compliance with 5 bedrooms	920.70	837.00	10.0%	Non-discretionary
Houses In Multiple Occupation (HMO Licences) - additional rooms	30.80	28.00	10.0%	Non-discretionary
Houses In Multiple Occupation (HMO Licences) - renewal of licence and subsequent properties	847.00	770.00	10.0%	Non-discretionary
Follow ups of incomplete applications	44.00	40.00	10.0%	Non-discretionary
Copy licence	22.00	20.00	10.0%	Non-discretionary
<b>The Smoke And Carbon Monoxide Alarm (England) Regulations 2015 - Penalty Charges</b>				
First offence paid within 14 days	1,000.00	1,000.00	0.0%	Non-discretionary
First offence not paid within 14 days	2,000.00	2,000.00	0.0%	Non-discretionary
Second offence	3,000.00	3,000.00	0.0%	Non-discretionary
Third and subsequent offences	5,000.00	5,000.00	0.0%	Non-discretionary
<b>Mobile Homes Act 2013</b>				
Licensing of caravan sites for static or touring caravans for use as a holiday accommodation	487.30			Non-discretionary
New licence additional fee per pitch	17.60			Non-discretionary
Transfer of licence	205.70			Non-discretionary
Alteration of conditions (per hour)	50.00			Non-discretionary
Annual inspection fee per pitch	16.50			Non-discretionary
Enforcement action (per hour)	50.00			Non-discretionary
Deposit, vary or deleting site rules	129.80			Non-discretionary
<b>Civil Penalty Notices for Housing Act 2004 (maximum penalty)</b>	30,000.00	See website		Non-discretionary

CHILDRENS' DIRECTORATE		2023/24 £	2022/23 £	Increase %	Discretionary / non-discretionary
<b>HOME TO SCHOOL TRANSPORT (from 1 September)</b>					
<b>Pupils not entitled to free transport</b>					
Residents not entitled to free transport (mainstream and SEN)		738.00	702.00	5.1%	Discretionary
Non-resident fare payers		1,100.00	1,050.00	4.8%	Discretionary
Replacement travel pass		28.00	26.00	7.7%	Discretionary
<b>EARLY HELP AND SAFEGUARDING</b>					
Parental contribution towards cost of children in care	Per week	Up to fostering allowance	Up to fostering allowance		Discretionary
Foster care placements - charges to other local authorities for placing non-RBWM children	Per week	Cost of placement	Cost of placement		Discretionary
Short term breaks for disabled children - charges to other local authorities for placing non-RBWM children	Per week	Cost of placement	Cost of placement		Discretionary
Administration charge to other local authorities for foster care placements and short term breaks	Per week	110.00	105.00	4.8%	Discretionary
Flying High Play Scheme	Per day	25.00	25.00	0.0%	Discretionary

GOVERNANCE, LAW, STRATEGY AND PUBLIC HEALTH DIRECTORATE	2023/24 £	2022/23 £	Increase %	Discretionary / non-discretionary
<b>COMMUNICATIONS &amp; MARKETING</b>				
<b>Film unit tariff (primary rates)</b>				
Major production - significant presence, equipment and ongoing disruption, typically involving 30+ crew	Price on application	Price on application		Discretionary
Large production - creating some level of disruption and disturbance	Price on application	Price on application		Discretionary
Medium production - little disturbance, usually for one day only with equipment and lights, typical 8+ crew	Price on application	Price on application		Discretionary
Small production - student & charity productions	35.00	33.00	6.1%	Discretionary
<b>Facility fee</b>				
Standard application processing (application provided with over 1 weeks notice of filming date)	150.00	90.00	66.7%	Discretionary
Late application processing (application provided within 1 weeks notice of filming date)	200.00	155.00	29.0%	Discretionary
Additional roads processing - per every 5 additional roads	45.00	43.00	4.7%	Discretionary
Application Amendment	120.00	107.00	12.1%	Discretionary
Location advice (advice or research that exceeds 1 hour of officer time)	Per hour 40.00	32.00	25.0%	Discretionary
Site Visit (any requests for a film officer to visit the filming site on the day)	Per hour 60.00	53.00	13.2%	Discretionary
Drone use	150.00	52.00	188.5%	Discretionary
Cancellation	All facility fees incurred	All facility fees incurred		
<i>Primary rates 'per day' can be negotiated at the officer's discretion.</i>				
<i>When a primary rate is applied it forfeits the facility fee for the application process - however if location advice and/or site visit exceed £100 this is to be included.</i>				
<i>Primary rates may vary depending on the size of the crew.</i>				

GOVERNANCE, LAW, STRATEGY AND PUBLIC HEALTH DIRECTORATE	2023/24 £	2022/23 £	Increase %	Discretionary / non-discretionary
<b>PUBLIC HALLS</b>				
<b>Guildhall, Windsor</b>				
Commercial rates day hire 8am - 5pm, Mon - Fri	Per hour 750.00	750.00	0.0%	Discretionary
Commercial rates day hire 8am - 5pm, Sat - Sun	Per hour 895.00	895.00	0.0%	Discretionary
Commercial rates day hire 8am - 5pm, Bank Holidays	Per hour 1,200.00	1,200.00	0.0%	Discretionary
Evening Hire - 5pm - 11.00pm (Mon-Fri)	Prices available on request	Prices available on request		Discretionary
Advantage card holder day hire 8am - 5pm, Mon - Fri	Per hour 650.00	650.00	0.0%	Discretionary
Advantage card holder day hire 8am - 5pm, Sat - Sun	Per hour 800.00	800.00	0.0%	Discretionary
Advantage card holder day hire 8am - 5pm, Bank Holidays	Per hour 1,000.00	1,000.00	0.0%	Discretionary
Borough based registered charities day hire - 8am - 5pm. (Mon-Fri only)	20% discount	20% discount		Discretionary
Cornmarket private hire (negotiable - new charge in 2023/24)	Starting from £500			
<i>Weddings over 50 guests will incur an additional £100 staffing fee.</i>				
<i>Any additional rates will need to be agreed with the Sales &amp; Events team.</i>				
<i>Packages for weddings and dinner can also be agreed with the Sales &amp; Events team.</i>				

GOVERNANCE, LAW, STRATEGY AND PUBLIC HEALTH DIRECTORATE	2023/24 £	2022/23 £	Increase %	Discretionary / non-discretionary
<b>LOCAL LAND CHARGES</b>				
<b>Table Of Search Fees (Excluding VAT)</b>				
Standard Official Search (LLC1 and CON29R)	153.50	142.00	8.1%	Discretionary
Official Certificate of Search (Form LLC1 only) - no VAT	47.50	44.00	8.0%	Discretionary
Enquiries of Local Authority (Form CON29R only) part 1 enquiries*	98.50	91.00	8.2%	Discretionary
Additional Parcels of Land (each)	75.50	70.00	7.9%	Discretionary
CON 290 Enquiries-with the original search (dealing with individual questions)	52.00	48.00	8.3%	Discretionary
*Standalone CON29R and CON290 searches attract an additional fee (one per search) No VAT	3.40	3.15	7.9%	Discretionary
Repeat Searches (LLC1 and CON29R) within 2 months of original search	64.00	59.00	8.5%	Discretionary
Component data for CON29R questions	On request	On request		
<b>LEGAL FEES (Excluding VAT)</b>				
Joint S278/38 One-off minimum charge non-refundable, thereafter hourly rates	3,750.00	3,472.00	8.0%	Discretionary
S38 One-off minimum charge non-refundable, thereafter hourly rates	3,750.00	3,472.00	8.0%	Discretionary
Crane oversailing licence - charge dependant on complexity/urgency - minimum	750.00	689.00	8.9%	Discretionary
Crane oversailing licence - charge dependant on complexity/urgency - maximum	1,500.00	1,375.00	9.1%	Discretionary
Oversail licence- charge dependant on complexity/urgency - minimum	750.00	689.00	8.9%	Discretionary
Oversail licence- charge dependant on complexity/urgency - maximum	150.00	1,375.00	-89.1%	Discretionary
Undersail licence- charge dependant on complexity/urgency - minimum	750.00	689.00	8.9%	Discretionary
Undersail licence- charge dependant on complexity/urgency - maximum	150.00	1,375.00	-89.1%	Discretionary
Hourly rate	Per hour 150.00	115.00	30.4%	Discretionary
S106 Bilateral Agreement - minimum	2,500.00	1,279.00	95.5%	Discretionary
S106 Bilateral Agreement	Per hour 150.00	115.00	30.4%	Discretionary
S106 unilateral undertakings (including proforma) checking fees - minimum	1,500.00	1,279.00	17.3%	Discretionary
S106 unilateral undertakings (including proforma) checking fees	Per hour 150.00	115.00	30.4%	Discretionary
S106 unilateral underatakings (carbon offset provisions only) - minimum	720.00	624.00	15.4%	Discretionary
S106 unilateral undertakings (including proforma) checking fees	Per hour 150.00	115.00	30.4%	Discretionary
S106 Deed of Variation / Deed of Covenant - minimum	650.00	421.00	54.4%	Discretionary
S106 Deed of Variation / Deed of Covenant	Per hour 150.00	115.00	30.4%	Discretionary
S111 agreement (SANG mitigation for development purchasing 3rd party SANG capacity) - minimum	1,500.00	589.00	154.7%	Discretionary
S111 agreement (SANG mitigation for development purchasing 3rd party SANG capacity)	Per hour 150.00	115.00	30.4%	Discretionary
S111 agreement (SANG mitigation at Allen's Field) - minimum	650.00	589.00	10.4%	Discretionary
S111 agreement (SANG mitigation at Allen's Field)	Per hour 150.00	115.00	30.4%	Discretionary
DS1 (including deferred payment agreement) - minimum	300.00	300.00	0.0%	Discretionary
DS1 (including deferred payment agreement)	Per hour 150.00	115.00	30.4%	Discretionary
Legal Fees - Retrieval and copy of legal documents from archive - minimum	50.00	25.00	100.0%	Discretionary
Legal Fees - Retrieval and copy of legal documents from archive	Per hour 120.00	115.00	4.3%	Discretionary



PLACE DIRECTORATE	2023/24 £	2022/23 £	Increase %	Discretionary / non-discretionary
<b>WASTE</b>				
Special collection service, trade waste and other - one item	42.50	37.00	14.9%	Discretionary
Special collection service, trade waste and other - two items	49.50	43.00	15.1%	Discretionary
Special collection service, trade waste and other - three items	57.50	50.00	15.0%	Discretionary
Special collection service, trade waste and other - four items	64.50	56.00	15.2%	Discretionary
Special collection service, trade waste and other - five items (maximum)	71.50	62.00	15.3%	Discretionary
Special collection service, trade waste and other- fridges / freezers Per unit	42.50	37.00	14.9%	Discretionary
Waste bin for new development 'er property	100.00	80.00	25.0%	Discretionary
Green waste subscribed collection service Per annum	75.00	69.00	8.7%	Discretionary

GOVERNANCE, LAW, STRATEGY AND PUBLIC HEALTH DIRECTORATE		2023/24	2022/23	Increase	Discretionary /
		£	£	%	non-discretionary
<b>DESBOROUGH SUITE</b>					
<b>Commercial rates</b>					
Desborough suite	08:00 - 13:00	1,279.00	1,220.00	4.8%	Discretionary
Desborough suite	13:00 - 18:30	1,279.00	1,220.00	4.8%	Discretionary
Desborough suite	18:30+	1,710.00	1,632.00	4.8%	Discretionary
Desborough suite	All day	3,108.00	2,966.00	4.8%	Discretionary
Auditorium	08:00 - 13:00	925.00	883.00	4.8%	Discretionary
Auditorium	13:00 - 18:30	925.00	883.00	4.8%	Discretionary
Auditorium	18:30+	1,203.00	1,148.00	4.8%	Discretionary
Auditorium	All day	2,106.00	2,010.00	4.8%	Discretionary
Receptions / dinner dance	08:00 - 13:00	512.00	489.00	4.7%	Discretionary
Receptions / dinner dance	13:00 - 18:30	512.00	489.00	4.7%	Discretionary
Receptions / dinner dance	18:30+	1,279.00	1,220.00	4.8%	Discretionary
Receptions / dinner dance	All day	1,927.00	1,839.00	4.8%	Discretionary
Meeting room	Per hour	117.00	112.00	4.5%	Discretionary
Meeting room	Per hour	117.00	112.00	4.5%	Discretionary
Meeting room	Per hour	147.00	140.00	5.0%	Discretionary
Meeting room	Per hour	117.00	112.00	4.5%	Discretionary
Additional time after 23.30	Per hour	482.00	460.00	4.8%	Discretionary
<b>Non-commercial rates - whole suite (dance schools / theatre groups / Borough based registered charities)</b>					
Rehearsal / set up: Monday - Friday	08:00 - 13:00	88.00	84.00	4.8%	Discretionary
Rehearsal / set up: Monday - Friday	13:00 - 18:30	88.00	84.00	4.8%	Discretionary
Rehearsal / set up: Monday - Friday	18:30+	153.00	146.00	4.8%	Discretionary
Rehearsal / set up: Monday - Friday	All day	254.00	242.00	5.0%	Discretionary
Rehearsal / set up: Saturday	08:00 - 13:00	124.00	118.00	5.1%	Discretionary
Rehearsal / set up: Saturday	13:00 - 18:30	124.00	118.00	5.1%	Discretionary
Rehearsal / set up: Saturday	18:30+	194.00	185.00	4.9%	Discretionary
Rehearsal / set up: Saturday	All day	270.00	258.00	4.7%	Discretionary
Rehearsal / set up: Sunday	08:00 - 13:00	124.00	118.00	5.1%	Discretionary
Rehearsal / set up: Sunday	13:00 - 18:30	124.00	118.00	5.1%	Discretionary
Rehearsal / set up: Sunday	18:30+	212.00	202.00	5.0%	Discretionary
Rehearsal / set up: Sunday	All day	365.00	348.00	4.9%	Discretionary
Performance / function	08:00 - 13:00	195.00	186.00	4.8%	Discretionary
Performance / function	13:00 - 18:30	195.00	186.00	4.8%	Discretionary
Performance / function	18:30+	265.00	253.00	4.7%	Discretionary
Performance / function	All day	602.00	574.00	4.9%	Discretionary
Additional time after 23.30	Per hour	140.00	134.00	4.5%	Discretionary
Kitchen hire-price on application (unavailable Mon-Fri 08:00 - 16:00)					

PLACE DIRECTORATE	2023/24 £	2022/23 £	Increase %	Discretionary / non-discretionary
<b>HIGHWAYS &amp; TRANSPORT</b>				
Consultation with Highways	Price on application	Price on application		Discretionary
<b>Other Highway Services</b>				
Provision of accident information (for 3 years records for road up to 1-5km / over 1km pro-rata)	200.00	156.00	28.2%	Discretionary
Provision of accident information (for 3 years records for road over 5km pro-rata)	Price on application	Price on application		Discretionary
Provision of accident information (for 5 years records for road up to 1-5km/ over 1km pro-rata)	330.00	260.00	26.9%	Discretionary
Provision of accident information (for 3 years records for road over 5km pro-rata)	Price on application	Price on application		Discretionary
Provision of existing traffic signal data	250.00	195.00	28.2%	Discretionary
Provision of personal injury accident database & traffic flow management system statistics	330.00	260.00	26.9%	Discretionary
Traffic count information (for up to 2 count stations)	330.00	260.00	26.9%	Discretionary
Traffic count information (for up to 2 count stations)	180.00	132.00	36.4%	Discretionary
Provision of junction traffic model data	Price on application	Price on application		Discretionary
Access to / use of Borough traffic computer model	7,500.00	6,215.00	20.7%	Discretionary
Research Into Archives (Where Not Part Of Statutory Function) - first 3 hours	300.00	248.00	21.0%	Discretionary
Research Into Archives (Where Not Part Of Statutory Function) - subsequent hours	80.00	63.00		Discretionary
Provision of hard copy statutory records (viewing only via website free)	85.00	67.00	26.9%	Discretionary
Provision of supplementary information	160.00	132.00	21.2%	Discretionary
Provision of hard copy statutory records - expediated service	120.00	102.00	17.6%	Discretionary
Provision of supplementary information - expediated service	240.00	198.00	21.2%	Discretionary
Site inspection - up to 3 hours	200.00	161.00	24.2%	Discretionary
Site inspection - over 3 hours	330.00	260.00	26.9%	Discretionary
<b>Highway licences</b>				
Street Café application fee for 3 year licence, (£150 refund if refused)	636.00	553.00	15.0%	Discretionary
Straight forward renewals	149.00	129.00	15.5%	Discretionary
Street cafes - area fee	149.00	129.00	15.5%	Discretionary
Display of goods - town centre (£150 refund if refused)	636.00	553.00	15.0%	Discretionary
Display of goods - non town centre (£50 refund if refused)	149.00	129.00	15.5%	Discretionary
Display of goods - area fee (for 3 years)	149.00	129.00	15.5%	Discretionary
No adhering to licence conditions - charge per condition	80.00	New charge		Discretionary
Removal and storage of tables and chairs and display of goods - flat fee (plus daily charge)	0.00	129.00	-100.0%	Discretionary
Removal charge per item	50.00	New charge		Discretionary
Removal and storage of tables and chairs and display of goods- (daily charge)	0.00	26.00	-100.0%	Discretionary
Storage charge per item	10.00	New charge		Discretionary
Removal of A Boards - charge Per A Board	150.00	New charge		Discretionary
S116 extinguishment of adopted highways and rights of way (minimum)	7,100.00	6,155.00	15.4%	Discretionary
Skip company registration fee	92.00	80.00	15.0%	Discretionary
Skip company registration fee - admin fee per application including 1 week fee	75.00	65.00	15.4%	Discretionary
Skip company registration fee - weekly charge (2 Weeks)	110.00	95.00	15.8%	Discretionary
Skip company registration fee - weekly charge (3 Weeks)	156.00	135.00	15.6%	Discretionary
Skip company registration fee - weekly charge (4 weeks)	207.00	180.00	15.0%	Discretionary
Skip company registration fee - removal of builders skips	489.00	425.00	15.1%	Discretionary
Minimum charge for skip collection and one day	489.00	425.00	15.1%	Discretionary

PLACE DIRECTORATE		2023/24 £	2022/23 £	Increase %	Discretionary / non-discretionary
Skip collection additional days		56.00	50.00	12.0%	Discretionary
Unauthorised unlicensed skips on the adopted highway		500.00	New charge		Discretionary
<b>S169 residential scaffolding licences</b>					
Application fees		58.00	50.00	16.0%	Discretionary
Licence fees for 8 wks (renewable every 8 wks)		155.00	134.00	15.7%	Discretionary
Unauthorised placement of scaffolding for a residential build / works		426.00	370.00	15.1%	Discretionary
<b>S169 commercial scaffolding licences</b>					
Application fees		60.00	52.00	15.4%	Discretionary
Minor road (less than 50m2)	0 to 2 months	547.00	475.00	15.2%	Discretionary
Minor road (less than 50m2)	3 to 4 months	1,010.00	878.00	15.0%	Discretionary
Minor road (less than 50m2)*	5 to 6 months	1,463.00	1,272.00	15.0%	Discretionary
Minor road (More than 50m2)	0 to 2 months	2,916.00	2,535.00	15.0%	Discretionary
Minor road (more than 50m2)	3 to 4 months	3,250.00	2,826.00	15.0%	Discretionary
Minor road (more than 50m2)*	5 to 6 months	3,698.00	3,215.00	15.0%	Discretionary
Major road or high amenity road (less than 50m2)	0 to 2 months	1,153.00	1,002.00	15.1%	Discretionary
Major road or high amenity road (less than 50m2)	3 to 4 months	2,027.00	1,762.00	15.0%	Discretionary
Major road or high amenity road (less than 50m2)*	5 to 6 months	2,967.00	2,545.00	16.6%	Discretionary
Major road or high amenity road (more than 50m2)	0 to 2 months	5,898.00	5,128.00	15.0%	Discretionary
Major road or high amenity road (more than 50m2)	3 to 4 months	6,503.00	5,654.00	15.0%	Discretionary
Major road or high amenity road (more than 50m2)*	5 to 6 months	7,397.00	6,432.00	15.0%	Discretionary
Not adhering to licence conditions		92.00	80.00	15.0%	Discretionary
Unauthorised commercial scaffold / hoarding on minor road (less than 50m2)		1,213.00	1,054.00	15.1%	Discretionary
Unauthorised commercial scaffold / hoarding on minor road (more than 50m2)		5,892.00	5,123.00	15.0%	Discretionary
Unauthorised commercial scaffold / hoarding on major road or high amenity road (less than 50m2)		2,426.00	2,109.00	15.0%	Discretionary
Unauthorised commercial scaffold / hoarding on major road or high amenity road (more than 50m2)		11,916.00	10,361.00	15.0%	Discretionary
<i>* For periods greater than 6 months, a combination of above durations will be used to calculate fees.</i>					
<b>S172 hoarding licences</b>					
Application fees		58.00	50.00	16.0%	Discretionary
Minor road (less than 50m2)	0 to 2 months	547.00	475.00	15.2%	Discretionary
Minor road (less than 50m2)	3 to 4 months	1,010.00	878.00	15.0%	Discretionary
Minor road (less than 50m2)*	5 to 6 months	1,463.00	1,272.00	15.0%	Discretionary
Minor road (more than 50m2)	0 to 2 months	2,916.00	2,535.00	15.0%	Discretionary
Minor road (more than 50m2)	3 to 4 months	3,250.00	2,826.00	15.0%	Discretionary
Minor road (more than 50m2)*	5 to 6 months	3,698.00	3,215.00	15.0%	Discretionary
Major road or high amenity road (less than 50m2)	0 to 2 months	1,153.00	1,002.00	15.1%	Discretionary

PLACE DIRECTORATE		2023/24 £	2022/23 £	Increase %	Discretionary / non-discretionary
Major road or high amenity road (less than 50m2)	3 to 4 months	2,027.00	1,762.00	15.0%	Discretionary
Major road or high amenity road (less than 50m2)*	5 to 6 months	2,927.00	2,545.00	15.0%	Discretionary
Major road or high amenity road (more than 50m2)	0 to 2 months	5,898.00	5,128.00	15.0%	Discretionary
Major road or high amenity road (more than 50m2)	3 to 4 months	6,503.00	5,654.00	15.0%	Discretionary
Major road or high amenity road (more than 50m2)*	5 to 6 months	7,397.00	6,432.00	15.0%	Discretionary
Not adhering to licence conditions		92.00	80.00	15.0%	Discretionary
Unauthorised hoarding on minor road (less than 50m2)		1,213.00	1,054.00	15.1%	Discretionary
Unauthorised hoarding on minor road (more than 50m2)		5,892.00	5,123.00	15.0%	Discretionary
Unauthorised hoarding on major road or high amenity road (less than 50m2)		2,426.00	2,109.00	15.0%	Discretionary
Unauthorised hoarding on major road or high amenity road (more than 50m2)		11,916.00	10,361.00	15.0%	Discretionary
<i>* For periods greater than 6 months, a combination of above durations will be used to calculate fees.</i>					
<b>Other Structures including cranes</b>					
Application fee		58.00	50.00	16.0%	Discretionary
Licence fee on approval		625.00	543.00	15.1%	Discretionary
Additional charge	Per m <sup>2</sup>	14.00	12.00	16.7%	Discretionary
Not adhering to licence conditions		92.00	80.00	15.0%	Discretionary
Unauthorised placement of structures / cranes on the highway		1,888.00	1,641.00	15.1%	Discretionary
Mobile access platforms. Flat fee Plus area fee below per week or part					Discretionary
Mobile access platforms application fee		60.00	52.00	15.4%	Discretionary
Mobile access platforms licence fee on approval		272.00	236.00	15.3%	Discretionary
Mobile access platforms additional charge	Per m <sup>2</sup>	6.00	5.00	20.0%	Discretionary
Road space booking application or road closure application		97.00	84.00	15.5%	Discretionary
Not adhering to licence conditions		1,182.00	1,027.00	15.1%	Discretionary
<b>Unauthorised placement of structures/cranes on the highway</b>					
S74 NRSWA Charges for late completions. Fees range depending on circumstances and are set by statute					
S76 NRSWA inspection fees. Fees range depending on circumstances and are set by statute					
S50 NRSWA private apparatus in the highway licences. First application flat fee					
Application fee		58.00	50.00	16.0%	Discretionary
Licence fee on approval		571.00	496.00	15.1%	Discretionary
Not adhering to licence conditions		92.00	80.00	15.0%	Discretionary
Licence to rectify a defect within guarantee period (not NRSWA)		316.00	274.00	15.3%	Discretionary
Filming - including internal consultation - comms*		Actual cost + 20% admin	Actual cost + 20% admin		Discretionary
<i>* Road space booking application or road closure application might be required to facilitate</i>					
Crane Oversail licence application		756.00	657.00	15.1%	Discretionary
Urgent Crane Oversail licence application		1,509.00	1,312.00	15.0%	Discretionary
Area fee Per m2		12.00	10.50	14.3%	Discretionary
<b>S184 construction of vehicle crossings</b>					
Domestic application fee		60.00	50.00	20.0%	Discretionary
Domestic licence fee on approval		190.00	129.00	47.3%	Discretionary
Domestic not adhering to licence conditions		92.00	80.00	15.0%	Discretionary

PLACE DIRECTORATE	2023/24 £	2022/23 £	Increase %	Discretionary / non-discretionary
Creation of unauthorised domestic dropped crossing	603.00	524.00	15.1%	Discretionary
Heavy Duty Crossing				Discretionary
Heavy duty crossing application fee	58.00	50.00	16.0%	Discretionary
Heavy duty admin fee commercial	773.00	672.00	15.0%	Discretionary
Heavy duty not adhering to licence conditions	92.00	80.00	15.0%	Discretionary
Creation of unauthorised heavy duty dropped crossing	1,666.00	1,448.00	15.1%	Discretionary
S142 licence to plant and maintain shrubs, trees, etc. minimum charge for non-commercial	718.00	624.00	15.1%	Discretionary
S142 licence to plant and maintain shrubs, trees, etc. minimum charge for commercial	1,435.00	1,247.00	15.1%	Discretionary
S154 cutting or felling trees etc overhanging the highway (actual costs with a minimum of)	448.00	389.00	15.2%	Discretionary
S178 apparatus over highway - (banners/signs) (discretion to reduce charge)	285.00	247.00	15.4%	Discretionary
<b>S171 temporary excavation of the highway</b>				
Application fee	58.00	50.00	16.0%	Discretionary
Licence fee on approval	573.00	498.00	15.1%	Discretionary
Unauthorised excavation of the highway	1,265.00	1,100.00	15.0%	Discretionary
Not adhering to licence conditions	92.00	80.00	15.0%	Discretionary
Licence to rectify a defect within guarantee period (not NRSWA)	316.00	274.00	15.3%	Discretionary
Charge per act (plus licence fee below): £50 Admin / 135 Licence - 2wks and 135 every two weeks	221.00	192.00	15.1%	Discretionary
<b>S171 Storing materials on the highway, including rubbish etc.</b>				
Application fee	58.00	50.00	16.0%	Discretionary
Licence fee on approval for first 2 weeks	121.00	105.00	15.2%	Discretionary
Licence fee on approval for every 2 weeks after	181.00	157.00	15.3%	Discretionary
Unauthorised storing materials on the highway	423.00	367.00	15.3%	Discretionary
Not adhering to licence conditions	92.00	80.00	15.0%	Discretionary
-licence fee	152.00	132.00	15.2%	Discretionary
S179 control of construction of cellars under streets	Actual cost + 20% admin	Actual cost + 20% admin		Discretionary
S180 control of openings into cellars, under streets, pavement lights, etc	Actual cost + 20% admin	Actual cost + 20% admin		Discretionary
S176/177 construction over highway / canopies (flat fee plus area fee below)	855.00	743.00	15.1%	Discretionary
S176/177 construction over highway / canopies (area fee)	14.00	12.00	16.7%	Discretionary
	Plus			
	Per m <sup>2</sup>			
<b>Temporary Traffic Regulation Orders</b>				
S14. Road Traffic Regulations (if advertising covered by applicant discount of £800)	1,995.00	1,989.00	0.3%	Discretionary
S16A Road Traffic Act 1984 / Major Event if closure of 1 road or Public Right of Way*	2,900.00	2,884.00	0.6%	Discretionary
S16A Road Traffic Act 1984 / Major Event if closure of 2 - 5 roads / Public Right of Way*	6,306.00	5,483.00	15.0%	Discretionary
S16A Road Traffic Act 1984 / Major Event if closure of 6 - 9 roads or Public Right of Way*	7,567.00	6,580.00	15.0%	Discretionary
S16A Road Traffic Act 1984 / Major Event if closure of 10 and over roads or Public Right of Way*	9,460.00	8,226.00	15.0%	Discretionary
Unauthorised road closure	3,344.00	2,907.00	15.0%	Discretionary
Access protection markings	145.00	126.00	15.1%	Discretionary
Suspension of parking controls (flat fee for 4)	997.00	997.00	0.0%	Discretionary
Introduction of temporary parking controls	1,996.00	1,989.00	0.4%	Discretionary

PLACE DIRECTORATE		2023/24 £	2022/23 £	Increase %	Discretionary / non-discretionary
Assistance with development of temporary traffic plans	Per hour	119.00	103.00	15.5%	Discretionary
Lane closure request on dual carriageway (Not NRSWA)		317.00	275.00	15.3%	Discretionary
Road space booking for works (Not NRSWA)		252.00	219.00	15.1%	Discretionary
Road space booking for events		631.00	548.00	15.1%	Discretionary
Road space bookings for Charitable and Local Community Interest events		171.00	148.00	15.5%	Discretionary
Unauthorised placement of Traffic Management measures on the Highway (Not NRSWA)		1,500.00	1,096.00	36.9%	Discretionary
<i>* if advertising covered by applicant discount of £1,000 applies</i>					
<b>Highways Signage</b>					
Removal of illegal signage relating to local event	Per sign	181.00	157.00	15.3%	Discretionary
Removal of illegal signage relating to developer	Per sign	450.00	385.00	16.9%	Discretionary
Repeat offender removal of illegal signage relating to developer	Per sign	650.00	548.00	18.6%	Discretionary
Removal of estate agent boards from adopted highway land	Per sign	150.00	125.00	20.0%	Discretionary
Removal of any other signage placed in adopted highway land	Per sign	115.00	100.00	15.0%	Discretionary
Developer site signage - application fee (Up to 1 m <sup>2</sup> , thereafter, pro-rata)		155.00	130.00	19.2%	Discretionary
Developer site signage - inspection fee		90.00	77.00	16.9%	Discretionary
Developer site signage - removal of illegal directional signs	Per sign	320.00	262.00	22.1%	Discretionary
Developer site signage - removal of illegal signs for repeat offenders		675.00	576.00	17.2%	Discretionary
<b>New Roads &amp; Street Act inspections / permits</b>					
S74 NRSWA charges for late completions.		Set by statute	Set by statute		Non-discretionary
S76 NRSWA inspection fees.		Set by statute	Set by statute		Non-discretionary
S50 NRSWA private apparatus in the highway licences. First application flat fee		630.00	548.00	15.0%	Discretionary
S50 NRSWA private apparatus in the highway licences. Second and subsequent application flat fee		315.00	274.00	15.0%	Discretionary
<b>Other Traffic Management Charges</b>					
Application for temporary traffic signals (Not NRSWA) (Includes Vat)		227.00	197.00	15.2%	Discretionary
Switching on / off permanent traffic signals (working hours)		460.00	383.00	20.1%	Discretionary
Switching on / off permanent traffic signals (evenings and Saturdays)		680.00	577.00	17.9%	Discretionary
Switching on / off permanent traffic signals (Sundays and bank holidays)		900.00	766.00	17.5%	Discretionary
Hourly charge for temporary traffic signals (not NRSWA) - traffic sensitive streets	Per hour	250.00	199.00	25.6%	Discretionary
Hourly charge for temporary traffic signals (not NRSWA) - other streets	Per hour	80.00	66.00	21.2%	Discretionary
Hourly charge for temporary traffic signals (not NRSWA) - surcharge for peak hour operation	Per hour	200.00	165.00	21.2%	Discretionary
Special signing -application of tourist / visitor information signs		170.00	135.00	25.9%	Discretionary
Special signing - installation of tourist / visitor information signs		Actual cost plus 20% admin	Actual cost plus 20% admin		Discretionary
Special signing - application of shopping / business signs		320.00	264.00	21.2%	Discretionary
Special signing - installation of shopping/ business signs		Actual cost plus 20% admin	Actual cost plus 20% admin		Discretionary
S50 placing temporary traffic counter / CCTV camera on the highway		180.00	135.00	33.3%	Discretionary
Unauthorised survey equipment on the highway		500.00	264.00	89.4%	Discretionary
Bike-ability training	Per pupil	5.00	5.00	0.0%	Discretionary
<b>Highway development control charges for adopted and unadopted roads</b>					
S38/278 fees - up to £1m construction costs (13% but minimum charge)		4,500.00	3,726.00	20.8%	Discretionary
S38/278 fees -over £1m construction costs (13% but minimum charge)		4,500.00	3,726.00	20.8%	Discretionary
For structures / roads not being adopted - technical approval		Actual cost + 20% admin	Actual cost + 20% admin		Discretionary
Renegotiation of S38/278 contract period		1,500.00	1,242.00	20.8%	Discretionary
4.8m wide block paved road + two 2m verges		1,500.00	1,294.00	15.9%	Discretionary

PLACE DIRECTORATE	2023/24 £	2022/23 £	Increase %	Discretionary / non-discretionary
5.0m wide road, two 2m footways and two 1m verges	1,900.00	1,612.00	17.9%	Discretionary
5.5m wide road, two 2m footways and two 1m verges	2,300.00	1,953.00	17.8%	Discretionary
6.7m wide road, two 2.5m footways and two 1m verges	3,000.00	2,590.00	15.8%	Discretionary
Individual 2.0m footpath including lighting	700.00	583.00	20.1%	Discretionary
Checking and approving interim and final travel plans small developments	1,200.00	1,029.00	16.6%	Discretionary
Checking and approving interim and final travel plans standard developments	2,500.00	2,059.00	21.4%	Discretionary
Checking and approving interim and final travel plans large / complex developments	5,000.00	4,121.00	21.3%	Discretionary
Auditing of road safety audits	700.00	559.00	25.2%	Discretionary
Design of street lighting schemes	550.00	436.00	26.1%	Discretionary
Relocation of street light equipment				
Residential with Advantage Card - single item	Actual cost	Actual cost		Discretionary
Commercial	Actual cost + 20%	Actual cost + 20%		Discretionary
Technical approval of traffic signals -standard (four way) installation	900.00	741.00	21.5%	Discretionary
Technical approval of traffic signals - complex installation	1,500.00	1,242.00	20.8%	Discretionary
<b>Highway commuted sums</b>				
Soakaways over 20 years	27,000.00	20,894.00	29.2%	Discretionary
High friction surfacing over 5 years	Per m <sup>2</sup> 12.00	10.00	20.0%	Discretionary
Pumping stations over 10 years (minimum)	25,000.00	19,212.00	30.1%	Discretionary
Standard street lighting over 20 years	1,800.00	1,294.00	39.1%	Discretionary
Ornamental lighting over 20 years	Per item 2,800.00	2,136.00	31.1%	Discretionary
Traffic signals over 20 years per single pole	Per item 18,000.00	14,861.00	21.1%	Discretionary
Extra height pole	Per item 20,000.00	16,126.00	24.0%	Discretionary
Cantilever pole	Per item 21,000.00	17,585.00	19.4%	Discretionary
Illuminated traffic signs and bollards over 10 years =<1m <sup>2</sup>	700.00	540.00	29.6%	Discretionary
Illuminated traffic signs and bollards over 10 years > 1m <sup>2</sup>	1,500.00	1,100.00	36.4%	Discretionary
Road markings 50% of initial cost (minimum)	1,300.00	971.00	33.9%	Discretionary
CCTV cameras over 10 years	Per item 21,000.00	16,855.00	24.6%	Discretionary
Structures (cost to be agreed between local authority and contractor)	50% of cost	50% of cost		Discretionary
Pedestrian safety barriers (cost to be agreed between local authority and contractor)	50% of cost	50% of cost		Discretionary
Trees on adopted highway (standard tree up to 12cm girth)	Per tree 800.00	648.00	23.5%	Discretionary
Trees on adopted highway (heavy standard tree between 12cm to 14cm girth)	Per tree 1,000.00	783.00	27.7%	Discretionary
Trees on adopted highway (extra heavy standard tree between 14cm to 20cm girth)	Per tree 1,300.00	1,189.00	9.3%	Discretionary
Trees on adopted highway (semi-mature tree 20cm girth or larger) - minimum	Per tree 2,800.00	2,245.00	24.7%	Discretionary
Trees on adopted highway (semi-mature tree 20cm girth or larger) - maximum	Per tree 6,500.00	5,400.00	20.4%	Discretionary
Grass cutting on adopted highway	Per m <sup>2</sup> 13.00	10.00	30.0%	Discretionary
Shrubs and planting areas maintenance	Per m <sup>2</sup> 140.00	112.00	25.0%	Discretionary
Other commuted sums		Full cost or by agreement		Discretionary



PLACE DIRECTORATE	2023/24 £	2022/23 £	Increase %	Discretionary / non-discretionary
<b>CAR PARKING</b>				
<b>Alexandra, Windsor (198 spaces)</b>				
Charges apply Monday - Sunday 09.00-21.00 (including Bank Holidays)				
Up to 1 hour	2.00	1.80	11.1%	Discretionary
1 to 2 hours	4.00	3.60	11.1%	Discretionary
2 to 3 hours	6.10	5.50	10.9%	Discretionary
3 to 4 hours	8.10	7.30	11.0%	Discretionary
4 to 5 hours	12.80	11.50	11.3%	Discretionary
Over 5 hours	16.20	14.50	11.7%	Discretionary
Season tickets (3 months)	435.00	395.00	10.1%	Discretionary
Season tickets (6 months)	860.00	780.00	10.3%	Discretionary
Season tickets (per annum)	1,700.00	1,540.00	10.4%	Discretionary
<b>Alma Road, Windsor (130 spaces) - see separate tariff for Windsor Dials</b>				
Charges apply Monday - Sunday 09.00-21.00 (including Bank Holidays)				
Up to 1 hour	2.00	1.80	11.1%	Discretionary
1 to 2 hours	4.00	3.60	11.1%	Discretionary
2 to 3 hours	6.10	5.50	10.9%	Discretionary
3 to 4 hours	8.10	7.30	11.0%	Discretionary
4 to 5 hours	12.80	11.50	11.3%	Discretionary
Over 5 hours	16.20	14.50	11.7%	Discretionary
Season tickets (3 months)	435.00	395.00	10.1%	Discretionary
Season tickets (6 months)	860.00	780.00	10.3%	Discretionary
Season tickets (per annum)	1,700.00	1,540.00	10.4%	Discretionary
<b>Ascot High Street (98 spaces)</b>	Free	Free		Discretionary
<b>The Avenue, Datchet (113 spaces)</b>				
Charges apply Mon - Sun 09.00-18:00 (Bank Holidays free - note charges did not apply on Sundays in 2022/23)				
Up to 1 hour	1.20	1.10	9.1%	Discretionary
1 to 2 hours	2.00	1.80	11.1%	Discretionary
2 to 3 hours	4.00	3.60	11.1%	Discretionary
3 to 4 hours	5.00	4.50	11.1%	Discretionary
4 to 5 hours	7.20	6.50	10.8%	Discretionary
Over 5 hours	8.60	7.70	11.7%	Discretionary
Season tickets (3 months)	265.00	240.00	10.4%	Discretionary
Season tickets (6 months)	500.00	455.00	9.9%	Discretionary
Season tickets (per annum)	980.00	890.00	10.1%	Discretionary
<b>Boulton Lock, Maidenhead (87 spaces)</b>				
Charges apply Mon - Sun 09.00-21.00 (including Bank holidays)				

PLACE DIRECTORATE	2023/24 £	2022/23 £	Increase %	Discretionary / non-discretionary
Up to 1 hour	1.20	1.10	9.1%	Discretionary
1 to 2 hours	1.90	1.70	11.8%	Discretionary
2 to 3 hours	2.60	2.30	13.0%	Discretionary
3 to 4 hours	3.90	3.50	11.4%	Discretionary
4 to 5 hours	5.00	4.50	11.1%	Discretionary
Over 5 hours	6.20	5.50	12.7%	Discretionary
<b>Braywick Nature Park, Maidenhead 08:00-21:00 (12 spaces)</b>	Free	Free		Discretionary
<b>Braywick Sports Ground, Maidenhead (575 spaces)</b>				
Charges apply Mon - Sun 09.00-21.00 (including Bank holidays - note charges did not apply on Sundays in 2022/23)				
Up to 1 hour	1.40	1.30	7.7%	Discretionary
1 to 2 hours	2.90	2.60	11.5%	Discretionary
2 to 3 hours	4.50	4.00	12.5%	Discretionary
3 to 4 hours	5.90	5.30	11.3%	Discretionary
4 to 5 hours	8.90	8.00	11.3%	Discretionary
Over 5 hours	11.70	10.50	11.4%	Discretionary
Season tickets (3 months)	190.00	175.00	8.6%	Discretionary
Season tickets (6 months)	350.00	320.00	9.4%	Discretionary
Season tickets (per annum)	660.00	600.00	10.0%	Discretionary
<b>Centrica, Windsor - Saturdays, Sundays &amp; Bank Holidays in peak periods only - locked at 19:00 (134 spaces)</b>	Free	Free		Discretionary
<b>Coronation Road, Littlewick Green (24 spaces)</b>	Free	Free		Discretionary
<b>East Berks College, Windsor (112 spaces)</b>				
Charges apply Mon - Sun 09.00-21.00 (including Bank holidays)				
Up to 1 hour	1.80	1.60	12.5%	Discretionary
1 to 2 hours	2.60	2.30	13.0%	Discretionary
2 to 3 hours	3.80	3.40	11.8%	Discretionary
3 to 4 hours	5.60	5.00	12.0%	Discretionary
4 to 5 hours	8.30	7.50	10.7%	Discretionary
Over 5 hours	10.50	9.50	10.5%	Discretionary
<b>Eton Court, Eton (57 spaces)</b>				
Charges apply Mon-Sun 09.00-21.00 (including Bank Holidays)				
Up to 1 hour	1.90	1.70	11.8%	Discretionary
1 to 2 hours	3.80	3.40	11.8%	Discretionary
2 to 3 hours	5.80	5.20	11.5%	Discretionary
3 to 4 hours	9.40	8.50	10.6%	Discretionary

PLACE DIRECTORATE	2023/24 £	2022/23 £	Increase %	Discretionary / non-discretionary
4 to 5 hours	11.60	10.50	10.5%	Discretionary
Over 5 hours	13.30	12.00	10.8%	Discretionary
Season tickets (3 months)	360.00	330.00	9.1%	Discretionary
Season tickets (6 months)	710.00	650.00	9.2%	Discretionary
Season tickets (per annum)	1,400.00	1,280.00	9.4%	Discretionary
<b>Grenfell Park, Maidenhead (18 spaces)</b>	Free	Free		Discretionary
<b>Grove Road, Maidenhead (82 spaces)</b>				
Charges apply Mon - Sun 09.00-21.00 (Bank Holidays free - note charges did not apply on Sundays in 2022/23)				
Up to 1 hour	1.80	1.60	12.5%	Discretionary
1 to 2 hours	3.60	3.20	12.5%	Discretionary
2 to 3 hours	5.30	4.80	10.4%	Discretionary
<b>Hines Meadow Multi Storey Maidenhead (1,280 spaces)</b>				
Charges apply Mon - Sun 09.00-21.00 (Bank Holidays free - note charges did not apply on Sundays in 2022/23)				
Up to 1 hour	1.40	1.30	7.7%	Discretionary
1 to 2 hours	2.90	2.60	11.5%	Discretionary
2 to 3 hours	4.50	4.00	12.5%	Discretionary
3 to 4 hours	6.50	5.90	10.2%	Discretionary
4 to 5 hours	7.20	6.50	10.8%	Discretionary
Over 5 hours	11.60	10.50	10.5%	Discretionary
Season tickets (3 months)	320.00	290.00	10.3%	Discretionary
Season tickets (6 months)	620.00	565.00	9.7%	Discretionary
Season tickets (per annum)	1,200.00	1,100.00	9.1%	Discretionary
<b>Home Park, Windsor (181 spaces)</b>				
Charges apply Mon - Sun 09.00-16.00 (Bank Holidays free - note charges did not apply on weekends in 2022/23)				
Up to 1 hour	1.30	1.20	8.3%	Discretionary
1 to 2 hours	2.70	2.40	12.5%	Discretionary
2 to 3 hours	4.90	4.40	11.4%	Discretionary
3 to 4 hours	6.20	5.50	12.7%	Discretionary
4 to 5 hours	7.20	6.50	10.8%	Discretionary
Over 5 hours	8.90	8.00	11.3%	Discretionary
Season tickets (3 months)	270.00	245.00	10.2%	Discretionary
Season tickets (6 months)	520.00	475.00	9.5%	Discretionary
Season tickets (per annum)	1,030.00	940.00	9.6%	Discretionary
<b>Horton Road, Datchet (60 spaces)</b>				
Charges apply Mon - Sun 09.00-18.00 (Bank Holidays free - note charges did not apply on Sundays in 2022/23)				

PLACE DIRECTORATE	2023/24 £	2022/23 £	Increase %	Discretionary / non-discretionary
Up to 1 hour	0.70	0.60	16.7%	Discretionary
1 to 2 hours	1.30	1.20	8.3%	Discretionary
2 to 3 hours	2.70	2.40	12.5%	Discretionary
3 to 4 hours	3.90	3.50	11.4%	Discretionary
4 to 5 hours	5.00	4.50	11.1%	Discretionary
Over 5 hours	6.10	5.50	10.9%	Discretionary
<b>King Edward VII Ave, Windsor (192 spaces)</b>				
Charges apply Mon-Sun 09.00-21.00 (including Bank Holidays)				
Up to 1 hour	1.90	1.70	11.8%	Discretionary
1 to 2 hours	3.60	3.20	12.5%	Discretionary
2 to 3 hours	5.80	5.20	11.5%	Discretionary
3 to 4 hours	7.90	7.10	11.3%	Discretionary
4 to 5 hours	9.60	8.70	10.3%	Discretionary
Over 5 hours	11.10	10.00	11.0%	Discretionary
Season tickets (3 months)	375.00	345.00	8.7%	Discretionary
Season tickets (6 months)	750.00	680.00	10.3%	Discretionary
Season tickets (per annum)	1,450.00	1,340.00	8.2%	Discretionary
<b>Meadow Lane, Eton (102 spaces)</b>				
Charges apply Mon-Sun 09.00-21.00 (including Bank Holidays)				
Up to 1 hour	1.90	1.70	11.8%	Discretionary
1 to 2 hours	3.80	3.40	11.8%	Discretionary
2 to 3 hours	5.80	5.20	11.5%	Discretionary
3 to 4 hours	9.40	8.50	10.6%	Discretionary
4 to 5 hours	11.60	10.50	10.5%	Discretionary
Over 5 hours	13.30	12.00	10.8%	Discretionary
Season tickets (3 months)	360.00	330.00	9.1%	Discretionary
Season tickets (6 months)	710.00	650.00	9.2%	Discretionary
Season tickets (per annum)	1,400.00	1,280.00	9.4%	Discretionary
<b>Nicholsons Multistorey, Maidenhead (734 spaces)</b>				
Charges apply Mon - Sun 09.00-21.00 (Bank Holidays free - note charges did not apply on Sundays in 2022/23)				
Up to 30 mins	0.90	0.80	12.5%	Discretionary

PLACE DIRECTORATE	2023/24 £	2022/23 £	Increase %	Discretionary / non-discretionary
30 mins to 1 hour	1.70	1.50	13.3%	Discretionary
1 to 2 hours	2.90	2.60	11.5%	Discretionary
2 to 3 hours	4.50	4.00	12.5%	Discretionary
3 to 4 hours	5.90	5.30	11.3%	Discretionary
4 to 5 hours	11.70	10.50	11.4%	Discretionary
Over 5 hours	17.20	15.50	11.0%	Discretionary
Season tickets (1 month)	190.00	170.00	11.8%	Discretionary
Season tickets (3 months)	530.00	480.00	10.4%	Discretionary
Season tickets (6 months)	1,050.00	950.00	10.5%	Discretionary
Season tickets (per annum)	2,000.00	1,860.00	7.5%	Discretionary
<b>Oak Lane (annual contract spaces for residents only)</b>	60.00	60.00	0.0%	Discretionary
<b>River St, Windsor (145 spaces)</b>				
Charges apply Mon-Sun 09.00-21.00 (including Bank Holidays)				
Up to 1 hour	5.90	5.30	11.3%	Discretionary
1 to 2 hours	9.10	8.20	11.0%	Discretionary
2 to 3 hours	11.60	10.50	10.5%	Discretionary
3 to 4 hours	15.50	14.00	10.7%	Discretionary
4 to 5 hours	17.80	16.00	11.3%	Discretionary
Over 5 hours	22.20	20.00	11.0%	Discretionary
<b>Romney Lock, Windsor (94 spaces)</b>				
Charges apply Mon-Sun 09.00-21.00 (including Bank Holidays)				
Up to 1 hour	1.90	1.70	11.8%	Discretionary
1 to 2 hours	3.60	3.20	12.5%	Discretionary
2 to 3 hours	5.80	5.20	11.5%	Discretionary
3 to 4 hours	7.90	7.10	11.3%	Discretionary
4 to 5 hours	9.60	8.70	10.3%	Discretionary
Over 5 hours	11.10	10.00	11.0%	Discretionary
Season tickets (3 months)	375.00	345.00	8.7%	Discretionary
Season tickets (6 months)	750.00	680.00	10.3%	Discretionary
Season tickets (per annum)	1,450.00	1,340.00	8.2%	Discretionary
<b>Stafferton Way Multi Storey, Maidenhead (576 spaces)</b>				
Charges apply Mon - Sun 09.00-21.00 (Bank Holidays free - note charges did not apply on Sundays in 2022/23)				
Daily charge	9.40	8.50	10.6%	Discretionary
Season tickets (3 months)	320.00	290.00	10.3%	Discretionary
Season tickets (6 months)	620.00	565.00	9.7%	Discretionary
Season tickets (per annum)	1,200.00	1,100.00	9.1%	Discretionary

PLACE DIRECTORATE	2023/24 £	2022/23 £	Increase %	Discretionary / non-discretionary
<b>Town Moor, Maidenhead (Blackmoor Lane) (28 spaces)</b> Charges apply Mon - Sun 09.00-21.00 (including Bank holidays)				
Up to 3 hours	1.20	1.10	9.1%	Discretionary
Over 3 hours	4.70	4.20	11.9%	Discretionary
<b>Trevelyan School, Windsor (76 spaces)</b> Charges apply Mon - Sun 09.15-14.45, Mon - Fri 15.45-21.00, Sat-Sun (including Bank Holidays) 09.00-21.00				
Up to 1 hour	0.50	N/A		Discretionary
Up to 2 hours	1.00	N/A		Discretionary
Up to 3 hours	2.00	N/A		Discretionary
Over 3 hours	7.00	N/A		Discretionary
<b>Victoria Street Multi Storey, Windsor (206 spaces)</b> Charges apply Mon - Sun 09.00-21.00 (including Bank Holidays)				
Up to 1 hour	2.60	2.40	8.3%	Discretionary
1 to 2 hours	4.40	3.90	12.8%	Discretionary
2 to 3 hours	7.10	6.40	10.9%	Discretionary
3 to 4 hours	12.20	11.00	10.9%	Discretionary
4 to 5 hours	13.40	12.00	11.7%	Discretionary
Over 5 hours	18.40	16.50	11.5%	Discretionary
<b>Vicus Way Multi Storey, Maidenhead (500 spaces)</b> Charges apply Mon - Sun 09.00-21.00 (Bank Holidays Free)				
Up to 1 hour	1.00	N/A		Discretionary
1 to 2 hours	2.00	N/A		Discretionary
2 to 3 hours	3.00	N/A		Discretionary
Over 3 Hours	6.00	N/A		Discretionary
Season tickets (1 month)	100.00	N/A		Discretionary
Season tickets (3 months)	300.00	N/A		Discretionary
Season tickets (6 months)	575.00	N/A		Discretionary
Season tickets (per annum)	1,100.00	N/A		Discretionary
<b>West Street, Maidenhead (59 spaces)</b> Charges apply Mon - Sun 09.00-21.00 (Bank Holidays free - note charges did not apply on Sundays in 2022/23)				
Up to 1 hour	1.80	1.60	12.5%	Discretionary
Up to 2 hours	3.60	3.20	12.5%	Discretionary
Up to 3 hours	5.30	4.80	10.4%	Discretionary
<b>Windsor Dials (via Alma Road), Windsor (250 spaces)</b> Car Park available on Saturdays, Sundays, Bank Holidays 09.00-21.00				
Up to 1 hour	2.00	1.80	11.1%	Discretionary
1 to 2 hours	4.00	3.60	11.1%	Discretionary
2 to 3 hours	6.10	5.50	10.9%	Discretionary
3 to 4 hours	8.10	7.30	11.0%	Discretionary
4 to 5 hours	12.80	11.50	11.3%	Discretionary
Over 5 hours	16.20	14.50	11.7%	Discretionary
<b>Windsor Library (15 spaces)</b>				

PLACE DIRECTORATE	2023/24 £	2022/23 £	Increase %	Discretionary / non-discretionary
Charges apply Mon - Sat 09.00-21.00 (Sunday and Bank Holidays free)				
Up to 30 mins	0.60	0.50	20.0%	Discretionary
Up to 1 hour	2.90	2.60	11.5%	Discretionary
1 to 2 hours	5.80	5.20	11.5%	Discretionary
<b>York House, Windsor (92 spaces)</b>				
Charges apply Mon - Sun 09.00-21.00 (including Bank Holidays)				
Weekends & Bank Holidays (up to 4 hours charge)	4.10	3.70	10.8%	Discretionary
Weekends & Bank Holidays (over 4 hours charge)	8.10	7.30	11.0%	Discretionary

PLACE DIRECTORATE	2023/24 £	2022/23 £	Increase %	Discretionary / non-discretionary
<b>Coach Park (Alma Road), Windsor (74 spaces)</b>				
Charges apply Mon-Sun 09.00-21.00 (including Bank Holidays)				
Up to 1 hour	14.00	12.50	12.0%	Discretionary
Prepaid tickets (1 hour)	13.00	11.50	13.0%	Discretionary
Up to 4 hours	29.00	26.00	11.5%	Discretionary
Prepaid tickets (4 hours)	25.00	22.00	13.6%	Discretionary
Up to 10 hours (equivalent to all day as evenings free)	39.00	35.00	11.4%	Discretionary
Prepaid tickets (10 hours) (equivalent to all day as evenings free)	34.00	30.00	13.3%	Discretionary
Christmas period (cars only)	3.50	3.00	16.7%	Discretionary
<b>Windsor Leisure Centre (249 spaces)</b>				
Charges apply Mon - Sun 09.00-21.00 (including Bank Holidays)				
Up to 1 hour	1.60	1.40	14.3%	Discretionary
Up to 2 hours	2.40	2.20	9.1%	Discretionary
Up to 3 hours	4.70	4.20	11.9%	Discretionary
Up to 4 hours	13.40	12.00	11.7%	Discretionary
Up to 5 hours	15.50	14.00	10.7%	Discretionary
Over 5 hours	20.50	18.50	10.8%	Discretionary
<b>On-Street Parking</b>				
Barry Avenue up to 1 hour	2.50	2.30	8.7%	Discretionary
Barry Avenue 1 to 2 hours	5.10	4.60	10.9%	Discretionary
St. Leonards Road (Shops) up to 1 hour	0.90	0.80	12.5%	Discretionary
St. Leonards Road (Shops) 1 to 2 hours	2.20	2.00	10.0%	Discretionary
Central (Includes Datchet Road, Park Street, Sheet Street, Victoria Street, Farm Yard & Thameside) up to 1 hour	1.50	1.40	7.1%	Discretionary
Albert St, Alma Rd, Beaumont Rd, Bexley St, Clarence Rd, Duke St (charges apply Mon-Fri 08.30 - 17.30) up to 1 hour	0.80	0.70	14.3%	Discretionary
Albert St, Alma Rd, Beaumont Rd, Bexley St, Clarence Rd, Duke St (charges apply Mon-Fri 08.30 - 17.30) 1 to 2 hours	1.50	1.40	7.1%	Discretionary
Fawcett Rd, Frances Rd, Oxford Rd (charges apply Mon-Fri 08.30 - 17.30) up to 1 hour	0.80	0.70	14.3%	Discretionary
Fawcett Rd, Frances Rd, Oxford Rd (charges apply Mon-Fri 08.30 - 17.30) 1 to 2 hours	1.50	1.40	7.1%	Discretionary
Queens Rd, Vansittart Rd, Stovell Rd (charges apply Mon-Fri 08.30 - 17.30) up to 1 hour	0.80	0.70	14.3%	Discretionary



PLACE DIRECTORATE	2023/24 £	2022/23 £	Increase %	Discretionary / non-discretionary
Queens Rd, Vansittart Rd, Stovell Rd (charges apply Mon-Fri 08.30 - 17.30) 1 to 2 hours	1.50	1.40	7.1%	Discretionary
Alma Rd, Clarence Rd, St Leonards Rd (charges Apply Mon-Sun 8am - 8pm) up to 1 hour	0.80	0.70	14.3%	Discretionary
Alma Rd, Clarence Rd, St Leonards Rd (charges Apply Mon-Sun 8am - 8pm) 1 to 2 hours	1.50	1.40	7.1%	Discretionary
Alexandra Rd, Claremont Rd, Devereux Rd, Dorset Rd, Grove Rd, St Leonards Ave, St Marks Rd, Helena Rd up to 1 hour	1.10	1.00	10.0%	Discretionary
The Avenue & Windsor Road (Datchet) up to 1 hour	1.10	1.00	10.0%	Discretionary
The Avenue & Windsor Road (Datchet) 1 to 2 hours	1.90	1.70	11.8%	Discretionary
The Avenue & Windsor Road (Datchet) 2 to 3 hours	3.80	3.40	11.8%	Discretionary
The Avenue & Windsor Road (Datchet) 3 to 4 hours	4.60	4.20	9.5%	Discretionary
The Avenue & Windsor Road (Datchet) over 4 hours	6.90	6.30	9.5%	Discretionary
Eton (2 hour maximum stay) up to 30 minutes	0.70	0.60	16.7%	Discretionary
Eton (2 hour maximum stay) up to 1 hour	2.30	2.10	9.5%	Discretionary
Eton (2 hour maximum stay) up to 2 hours	3.50	3.20	9.4%	Discretionary
<b>Penalty Charge Notices</b>				
Higher level contraventions	70.00	70.00	0.0%	Non-discretionary
Higher level contraventions discounted if paid within 14 days	35.00	35.00	0.0%	Non-discretionary
Lower level contraventions	50.00	50.00	0.0%	Non-discretionary
Lower level contraventions discounted if paid within 14 days	25.00	25.00	0.0%	Non-discretionary
Fixed Penalty Notice for fly tipping	400.00	400.00	0.0%	Non-discretionary
Fixed Penalty Notice for failing to produce documentation for the transfer of waste	300.00	300.00	0.0%	Non-discretionary
<b>Business permits</b>				
Business parking permits				
Windsor: outer areas				
First permit	720.00	690.00	4.3%	Discretionary
Second permit	840.00	800.00	5.0%	Discretionary
Third permit	950.00	900.00	5.6%	Discretionary
Windsor: inner areas				
Eton and Datchet first permit	200.00	190.00	5.3%	Discretionary
Eton and Datchet second permit	420.00	400.00	5.0%	Discretionary
Eton and Datchet third permit	580.00	555.00	4.5%	Discretionary
Eton and Datchet fourth permit	800.00	770.00	3.9%	Discretionary
<b>Parking suspensions and dispensations</b>				
Suspension of parking bay (per bay)	27.00	25.00	8.0%	Discretionary
Parking dispensations - late charge	60.00	55.00	9.1%	Discretionary
Parking dispensations - 1st day	27.00	25.00	8.0%	Discretionary
Parking dispensations - additional days	6.00	5.50	9.1%	Discretionary
Parking dispensations - 1 week	49.00	45.00	8.9%	Discretionary
Parking dispensations - 2 weeks	82.00	75.00	9.3%	Discretionary
Parking dispensations - 3 weeks	115.00	105.00	9.5%	Discretionary
Parking dispensations - 4 weeks	143.00	130.00	10.0%	Discretionary

PLACE DIRECTORATE	2023/24 £	2022/23 £	Increase %	Discretionary / non-discretionary
Special parking / access permit	60.00	55.00	9.1%	Discretionary
Special parking/ access permit - late charge	60.00	55.00	9.1%	Discretionary
<b>Permits</b>				
1st Resident Permit	50.00	50.00	0.0%	Discretionary
2nd Resident Permit	75.00	70.00	7.1%	Discretionary
3rd Resident Permit	110.00	100.00	10.0%	Discretionary
Electric vehicles Resident Permit	Free	Free		Discretionary
2 hours Visitor Voucher	1.00	1.00	0.0%	Discretionary
6 hours Visitor Voucher	2.00	2.00	0.0%	Discretionary
24 hours Visitor Voucher	4.00	4.00	0.0%	Discretionary
1st Visitor Permit	55.00	50.00	10.0%	Discretionary
2nd Visitor Permit	75.00	70.00	7.1%	Discretionary
3rd Visitor Permit	110.00	100.00	10.0%	Discretionary
Electric Car Permit P&D (allows free parking to RBWM resident in the Borough).	Free	Free		Discretionary
1st Waiver Permit	55.00	50.00	10.0%	Discretionary
2nd Waiver Permit	75.00	70.00	7.1%	Discretionary
3rd Waiver Permit	110.00	100.00	10.0%	Discretionary
Commercial Permits	165.00	150.00	10.0%	Discretionary

PLACE DIRECTORATE		2023/24 £	2022/23 £	Increase %	Discretionary / non-discretionary
<b>OUTDOOR FACILITIES</b>					
<b>Allotments</b>					
Grade A+, per 250m <sup>2</sup> , resident	Per annum	380.00	330.00	15.2%	Discretionary
Grade A, per 250m <sup>2</sup> , resident	Per annum	100.00	87.00	14.9%	Discretionary
Grade B, per 250m <sup>2</sup> , resident	Per annum	89.00	77.00	15.6%	Discretionary
Grade A+, per 250m <sup>2</sup> , non-resident	Per annum	759.00	660.00	15.0%	Discretionary
Grade A, per 250m <sup>2</sup> , non-resident	Per annum	202.00	176.00	14.8%	Discretionary
Grade B, per 250m <sup>2</sup> , non-resident	Per annum	175.00	152.00	15.1%	Discretionary
<b>Cemeteries and churchyards</b>					
Standard burial, grant of exclusive right of burial for 50 years including right to erect memorial, resident		1,679.00	1,460.00	15.0%	Discretionary
Standard burial for three (Braywick Cemetery only), resident		1,653.00	1,437.00	15.0%	Discretionary
Standard burial for two, resident		1,409.00	1,225.00	15.0%	Discretionary
Standard burial for two (Oakley Green Cemetery only), resident		1,409.00	1,225.00	15.0%	Discretionary
Standard burial for one, resident		1,273.00	1,107.00	15.0%	Discretionary
Standard burial child 7 to 17 years, resident		0.00	0.00	0.0%	Non-discretionary
Standard burial child up to 6 years, resident		0.00	0.00	0.0%	Non-discretionary
Standard burial additional charge for a casket, resident		542.00	471.00	15.1%	Discretionary
Standard burial re-open for 2nd burial 6ft depth, resident		1,409.00	1,225.00	15.0%	Discretionary
Standard burial re-open for 2nd burial 4ft depth, resident		1,270.00	1,104.00	15.0%	Discretionary
Standard burial, grant of exclusive right of burial for 50 years including right to erect memorial, non-resident		3,361.00	2,923.00	15.0%	Discretionary
Standard burial for three (Braywick Cemetery only), non-resident		3,297.00	2,867.00	15.0%	Discretionary
Standard burial for two, non-resident		2,813.00	2,446.00	15.0%	Discretionary
Standard burial for two (Oakley Green Cemetery only), non-resident		2,813.00	2,446.00	15.0%	Discretionary
Standard burial for one, non-resident		2,542.00	2,210.00	15.0%	Discretionary
Standard burial child 7 to 17 years, non-resident		1,053.00	1,053.00	0.0%	Discretionary
Standard burial child up to 6 years, non-resident		505.00	505.00	0.0%	Discretionary
Standard burial additional charge for a casket, non-resident		1,084.00	943.00	15.0%	Discretionary
Standard burial re-open for 2nd burial 6ft depth, non-resident		1,409.00	1,225.00	15.0%	Discretionary
Standard burial re-open for 2nd burial 4ft depth, non-resident		1,273.00	1,107.00	15.0%	Discretionary
<b>Infant burial</b>					
Grant of exclusive right of burial for 50 years, including right to erect memorial, resident		0.00	0.00	0.0%	Non-discretionary
Burial fee, resident		0.00	0.00	0.0%	Non-discretionary
Grant of exclusive right of burial for 50 years, including right to erect memorial, non-resident		822.00	715.00	15.0%	Discretionary
Burial fee, non-resident		325.00	283.00	14.8%	Discretionary
<b>Cremation plot</b>					
Grant of exclusive right of burial for 50 years, including right to erect memorial, resident		819.00	712.00	15.0%	Discretionary
New Cremation Plot (2 caskets per plot), resident		443.00	385.00	15.1%	Discretionary
Re-open for a second interment of ashes, resident		443.00	385.00	15.1%	Discretionary
Grant of exclusive right of burial for 50 years, including right to erect memorial, non-resident		1,636.00	1,423.00	15.0%	Discretionary
New Cremation Plot (2 caskets per plot), non-resident		882.00	767.00	15.0%	Discretionary
Re-open for a second interment of ashes, non-resident		443.00	385.00	15.1%	Discretionary

PLACE DIRECTORATE		2023/24 £	2022/23 £	Increase %	Discretionary / non-discretionary
<b>Cremation chamber</b>					
Grant of exclusive right of burial for 10 years, erect memorial, interment of ashes (Oakley Green cemetery), resident		879.00	764.00	15.1%	Discretionary
Renew grant of exclusive right of burial for a further 10 years, resident		432.00	376.00	14.9%	Discretionary
Re-open for a second interment of ashes, resident		302.00	263.00	14.8%	Discretionary
Grant of exclusive right of burial for 10 years, erect memorial, interment of ashes (Oakley Green cemetery), non-resident		1,760.00	1,530.00	15.0%	Discretionary
Renew grant of exclusive right of burial for a further 10 years, non-resident		867.00	754.00	15.0%	Discretionary
Re-open for a second interment of ashes, non-resident		302.00	263.00	14.8%	Discretionary
<b>Memorials</b>					
Additional inscription / replacement stone		59.00	51.00	15.7%	Discretionary
Wall plaque		75.00	65.00	15.4%	Discretionary
Cremation tablet		75.00	65.00	15.4%	Discretionary
Vase or book on cremation plot or grave		75.00	65.00	15.4%	Discretionary
Reservation of wall plaque for 7 years		75.00	65.00	15.4%	Discretionary
Stake in ground plaque - prices from:-		213.00	185.00	15.1%	Discretionary
<b>Miscellaneous</b>					
Record research fee, resident		75.00	65.00	15.4%	Discretionary
Reservation - grave or cremation plot for 7 years (renewal at 50% of current rate), resident		1,653.00	1,437.00	15.0%	Discretionary
Inter cremated remains in Garden of Remembrance, resident		253.00	220.00	15.0%	Discretionary
Interment outside prescribed hours (minimum charge), resident		593.00	516.00	14.9%	Discretionary
Minimum cost for specific needs, resident		593.00	516.00	14.9%	Discretionary
Private grave registration transfer, resident		75.00	65.00	15.4%	Discretionary
Use of chapel at Oakley Green only, resident		216.00	188.00	14.9%	Discretionary
Copy of Deed, resident		75.00	65.00	15.4%	Discretionary
Record research fee, non-resident		75.00	65.00	15.4%	Discretionary
Reservation - grave or cremation plot for 7 years (renewal at 50% of current rate), non-resident		1,653.00	1,437.00	15.0%	Discretionary
Inter cremated remains in Garden of Remembrance, non-resident		253.00	220.00	15.0%	Discretionary
Interment outside prescribed hours (minimum charge), non-resident		593.00	516.00	14.9%	Discretionary
Minimum cost for specific needs, non-resident		593.00	516.00	14.9%	Discretionary
Private grave registration transfer, non-resident		75.00	65.00	15.4%	Discretionary
Use of chapel at Oakley Green only, non-resident		216.00	188.00	14.9%	Discretionary
Copy of Deed, non-resident		75.00	65.00	15.4%	Discretionary
<b>Football</b>					
Grade A pitch	Per season	2,233.00	1,942.00	15.0%	Discretionary
Grade B pitch	Per season	1,691.00	1,470.00	15.0%	Discretionary
Mini football pitch - marked 2hr session	Per season	Free	Free		Discretionary
<b>Rugby</b>					
Braywick / Home Park	Per season	2,829.00	2,460.00	15.0%	Discretionary
Mini rugby pitch - marked 2hr session	Per season	Free	Free		Discretionary
<b>Cricket</b>					
Home Park	Per season	3,830.00	3,330.00	15.0%	Discretionary

PLACE DIRECTORATE		2023/24 £	2022/23 £	Increase %	Discretionary / non-discretionary
<b>Lawn tennis</b>					
Home Park	Per season	1,761.00	1,531.00	15.0%	Discretionary
<b>Miscellaneous</b>					
Royal Windsor Dog Show	Per season	10,419.00	9,060.00	15.0%	Discretionary
Triathlon	Per season	8,936.00	7,770.00	15.0%	Discretionary
Horse Show	Per season	10,419.00	9,060.00	15.0%	Discretionary
Ockwells Dog Show	Per season	880.00	765.00	15.0%	Discretionary
<b>Rights of way - actual costs + advertising (including VAT) minimum charges:</b>					
S118 Stopping up of footpaths, bridleways & restricted byways		1,711.00	1,488.00	15.0%	Discretionary
S119 Diversion of footpaths, bridleways & restricted byways		1,711.00	1,488.00	15.0%	Discretionary
S257 Town & Country Planning Act 1980 Diversion Orders		1,711.00	1,488.00	15.0%	Discretionary
S1 & 14 Road Traffic Regulation Act 1984 Traffic Regulation Orders		0.00	0.00	0.0%	Non-discretionary
Provision of hard copy of definitive map extract (viewing only free of charge)		72.00	63.00	14.3%	Discretionary
Land owner declaration (Highways Act 1980 / Commons Act 2006)		358.00	311.00	15.1%	Discretionary
Land owner declaration (Highways Act 1980 / Commons Act 2006) - subsequent declaration		72.00	63.00	14.3%	Discretionary

PLACE DIRECTORATE	2023/24 £	2022/23 £	Increase %	Discretionary / non-discretionary
<b>PLANNING &amp; DEVELOPMENT</b>				
<b>Pre-Application Advice (Including VAT)</b>				
The fees for pre-application planning advice are charged as below for the service outlined in the updated Pre-application Protocol and charged on an individual cost relating to the types of staff required and level of advice provided. Advice for schemes outside of those listed in the schedule below will only be offered where agreed by a Senior Manager in the Planning Department and would be a bespoke fee arrangement or Planning Performance Agreement based on the hourly rates for the required officers, including administration fees. Charges for using the transport model are in addition to those set out below. Charges for review of viability studies or other work requiring the appointment of external consultants will be agreed on a case by case basis and funded by the applicant.				
Parish Councils, local community groups for all categories of development	50% off respective fee	50% off respective fee		Discretionary
<b>Pre-application fees for all new dwellings, commercial development or mixed schemes</b>				
Residential: per unit	Per unit 380.00	250.00	52.0%	Discretionary
Residential: more than 1 unit - maximum of 49 units. Schemes of 50 units or more will be required to enter into a PPA	18,620.00	35,000.00	-46.8%	Discretionary
Non-residential: No increase in gross floor space	215.00	570.00	-62.3%	Discretionary
Non-residential: Increase in gross floor space fee per 75 sq m up to maximum of 9,999 sq m. Schemes of 10,000 sq m or more will be required to enter into a PPA	350.00	570.00	-38.6%	Discretionary
Planning decisions and related documents	16.50	15.00	10.0%	Discretionary
Retrieval and copying from archive of planning documents - 1st A4 page	2.30	2.10	9.5%	Discretionary
Retrieval and copying from archive of planning documents - subsequent pages	0.55	0.50	10.0%	Discretionary
Use of RBWM Transport Model data by developers.	On Request-bespoke charge	On Request-bespoke charge		Discretionary

PLACE DIRECTORATE		2023/24 £	2022/23 £	Increase %	Discretionary / non-discretionary
<b>Hourly Rates &amp; attendance at requested meetings (where requests are accepted by LPA)</b>					
Head of Service	Per hour	250.00	210.00	19.0%	Discretionary
Development Management Service or Policy Manager	Per hour	190.00	158.00	20.3%	Discretionary
Team Leader	Per hour	165.00	137.00	20.4%	Discretionary
Principal Officer	Per hour	150.00	126.00	19.0%	Discretionary
Senior Officer	Per hour	126.00	105.00	20.0%	Discretionary
Officer	Per hour	113.50	94.50	20.1%	Discretionary
Specialist Officer Advice	Per hour	126.00	105.00	20.0%	Discretionary
High Hedge Complaints		890.00	795.00	11.9%	Discretionary
<b>S106 Management, Maintenance, Compliance &amp; Monitoring</b>					
Major applications - non-refundable charge		1,051.00	876.00	20.0%	Discretionary
Minor and other applications - non-refundable charge		540.00	449.00	20.3%	Discretionary
Discharge of non-financial obligations (e.g. landscape plans, woodland management plans)		143.00	119.00	20.2%	Discretionary
Monitoring of non-financial S106 obligations		282.00	235.00	20.0%	Discretionary
Monitoring & management of viability appraisals for development	Hourly Rate for Monitoring officer		Hourly Rate for Monitoring officer		Discretionary
Confirmation that the obligations of a S106 legal agreement have been discharged		201.00	168.00	19.6%	Discretionary
<i>(Note: Charges for checking &amp; monitoring travel plans refer to Highway Charges)</i>					

PLACE DIRECTORATE	2023/24 £	2022/23 £	Increase %	Discretionary / non-discretionary
<b>Strategic Access Management Monitoring</b>				
Bedsit / 1 bed dwelling	470.83	470.83	0.0%	Discretionary
2 bed dwelling	620.98	620.98	0.0%	Discretionary
3 bed dwelling	835.96	835.96	0.0%	Discretionary
4 bed dwelling	951.52	951.52	0.0%	Discretionary
5+ bed dwelling	1,241.96	1,241.96	0.0%	Discretionary
<b>Allen's Field, Ascot Suitable Alternative Natural Greenspace - provision / maintenance</b>				
Bedsit / 1 bed dwelling	9,356.11	8,135.75	15.0%	Discretionary
2 bed dwelling	10,208.93	8,877.33	15.0%	Discretionary
3 bed dwelling	11,357.25	9,875.87	15.0%	Discretionary
4 bed dwelling	11,959.24	10,399.34	15.0%	Discretionary
5+ bed dwelling	13,477.43	11,719.50	15.0%	Discretionary



PLACE DIRECTORATE	2023/24 £	2022/23 £	Increase %	Discretionary / non-discretionary
<b>PLANNING &amp; DEVELOPMENT - BUILDING CONTROL</b>				
<b>A New Houses (max 300m<sup>2</sup> floor area)</b>				
A1 One dwelling: plan	495.00	450.00	10.0%	Discretionary
A1 One dwelling: inspection	715.00	650.00	10.0%	Discretionary
A1 One dwelling: building notice	1,391.50	1,265.00	10.0%	Discretionary
A1 One dwelling: regularisation	1,739.38	1,581.25	10.0%	Discretionary
A2 Two dwelling: plan	495.00	450.00	10.0%	Discretionary
A2 Two dwelling: inspection	1,100.00	1,000.00	10.0%	Discretionary
A2 Two dwelling: building notice	1,834.25	1,667.50	10.0%	Discretionary
A2 Two dwelling: regularisation	2,292.81	2,084.38	10.0%	Discretionary
A3 Three dwelling: plan	495.00	450.00	10.0%	Discretionary
A3 Three dwelling: inspection	1,402.50	1,275.00	10.0%	Discretionary
A3 Three dwelling: building notice	2,182.13	1,983.75	10.0%	Discretionary
A3 Three dwelling: regularisation	2,727.66	2,479.69	10.0%	Discretionary
A4 Four dwelling: plan	715.00	650.00	10.0%	Discretionary
A4 Four dwelling: inspection	1,540.00	1,400.00	10.0%	Discretionary
A4 Four dwelling: building notice	2,593.25	2,357.50	10.0%	Discretionary
A4 Four dwelling: regularisation	3,241.56	2,946.88	10.0%	Discretionary
A5 Five dwelling: plan	715.00	650.00	10.0%	Discretionary
A5 Five dwelling: inspection	1,815.00	1,650.00	10.0%	Discretionary
A5 Five dwelling: building notice	2,909.50	2,645.00	10.0%	Discretionary
A5 Five dwelling: regularisation	3,636.88	3,306.25	10.0%	Discretionary
<b>B Domestic Alterations</b>				
B1 Single storey extension ≤ 10m <sup>2</sup> : plan	330.00	300.00	10.0%	Discretionary
B1 Single storey extension ≤ 10m <sup>2</sup> : inspection	330.00	300.00	10.0%	Discretionary
B1 Single storey extension ≤ 10m <sup>2</sup> : building notice	759.00	690.00	10.0%	Discretionary
B1 Single storey extension ≤ 10m <sup>2</sup> : regularisation	948.75	862.50	10.0%	Discretionary
B2 Single storey extension 10m <sup>2</sup> – 40m <sup>2</sup> : plan	330.00	300.00	10.0%	Discretionary
B2 Single storey extension 10m <sup>2</sup> – 40m <sup>2</sup> : inspection	467.50	425.00	10.0%	Discretionary
B2 Single storey extension 10m <sup>2</sup> – 40m <sup>2</sup> : building notice	917.13	833.75	10.0%	Discretionary
B2 Single storey extension 10m <sup>2</sup> – 40m <sup>2</sup> : regularisation	1,146.41	1,042.19	10.0%	Discretionary
B3 Single storey extension 40m <sup>2</sup> – 100m <sup>2</sup> : plan	385.00	350.00	10.0%	Discretionary
B3 Single storey extension 40m <sup>2</sup> – 100m <sup>2</sup> : inspection	650.00	575.00	13.0%	Discretionary
B3 Single storey extension 40m <sup>2</sup> – 100m <sup>2</sup> : building notice	1,190.25	1,063.75	11.9%	Discretionary
B3 Single storey extension 40m <sup>2</sup> – 100m <sup>2</sup> : regularisation	1,487.81	1,329.69	11.9%	Discretionary
B4 Two storey extension ≤ 40m <sup>2</sup> : plan	330.00	300.00	10.0%	Discretionary
B4 Two storey extension ≤ 40m <sup>2</sup> : inspection	533.50	485.00	10.0%	Discretionary
B4 Two storey extension ≤ 40m <sup>2</sup> : building notice	993.03	902.75	10.0%	Discretionary
B4 Two storey extension ≤ 40m <sup>2</sup> : regularisation	1,241.28	1,128.44	10.0%	Discretionary
B5 Two storey extension 40m <sup>2</sup> – 100m <sup>2</sup> : plan	330.00	300.00	10.0%	Discretionary
B5 Two storey extension 40m <sup>2</sup> – 100m <sup>2</sup> : inspection	770.00	700.00	10.0%	Discretionary
B5 Two storey extension 40m <sup>2</sup> – 100m <sup>2</sup> : building notice	1,265.00	1,150.00	10.0%	Discretionary
B5 Two storey extension 40m <sup>2</sup> – 100m <sup>2</sup> : regularisation	1,581.25	1,437.50	10.0%	Discretionary
B6 Two storey extension 100m <sup>2</sup> – 200m <sup>2</sup> : plan	385.00	350.00	10.0%	Discretionary
B6 Two storey extension 100m <sup>2</sup> – 200m <sup>2</sup> : inspection	1,265.00	1,150.00	10.0%	Discretionary
B6 Two storey extension 100m <sup>2</sup> – 200m <sup>2</sup> : building notice	1,897.50	1,725.00	10.0%	Discretionary

PLACE DIRECTORATE	2023/24 £	2022/23 £	Increase %	Discretionary / non-discretionary
B6 Two storey extension 100m <sup>2</sup> – 200m <sup>2</sup> : regularisation	2,371.88	2,156.25	10.0%	Discretionary
B7 Loft conversion without dormer max 60m <sup>2</sup> : plan	330.00	300.00	10.0%	Discretionary
B7 Loft conversion without dormer max 60m <sup>2</sup> : inspection	385.00	350.00	10.0%	Discretionary
B7 Loft conversion without dormer max 60m <sup>2</sup> : building notice	822.25	747.50	10.0%	Discretionary
B7 Loft conversion without dormer max 60m <sup>2</sup> : regularisation	1,027.81	943.38	8.9%	Discretionary
B8 Loft conversion including dormer or changes to roof line max 60m <sup>2</sup> : plan	330.00	300.00	10.0%	Discretionary
B8 Loft conversion including dormer or changes to roof line max 60m <sup>2</sup> : inspection	522.50	475.00	10.0%	Discretionary
B8 Loft conversion including dormer or changes to roof line max 60m <sup>2</sup> : building notice	980.38	1,162.50	-15.7%	Discretionary
B8 Loft conversion including dormer or changes to roof line max 60m <sup>2</sup> : regularisation	1,225.47	1,453.13	-15.7%	Discretionary
B9 Erection / extension-non-exempt single storey domestic detached garage / carport up to 100m <sup>2</sup> : plan	400.00	350.00	14.3%	Discretionary
B9 Erection / extension-non-exempt single storey domestic detached garage / carport up to 100m <sup>2</sup> : building notice	460.00	402.50	14.3%	Discretionary
B9 Erection / extension-non-exempt single storey domestic detached garage / carport up to 100m <sup>2</sup> : regularisation	575.00	437.50	31.4%	Discretionary
B10 Erection / extension-non-exempt single storey domestic attached garage / carport up to 100m <sup>2</sup> : plan	220.00	200.00	10.0%	Discretionary
B10 Erection / extension-non-exempt single storey domestic attached garage / carport up to 100m <sup>2</sup> : inspection	302.50	275.00	10.0%	Discretionary
B10 Erection / extension-non-exempt single storey domestic attached garage / carport up to 100m <sup>2</sup> : building notice	600.88	516.25	16.4%	Discretionary
B10 Erection / extension-non-exempt single storey domestic attached garage / carport up to 100m <sup>2</sup> : regularisation	751.09	645.31	16.4%	Discretionary
B11 Conversion of a domestic garage to habitable room (max 40m <sup>2</sup> ): plan	220.00	200.00	10.0%	Discretionary
B11 Conversion of a domestic garage to habitable room (max 40m <sup>2</sup> ): inspection	302.50	275.00	10.0%	Discretionary
B11 Conversion of a domestic garage to habitable room (max 40m <sup>2</sup> ): building notice	600.88	546.25	10.0%	Discretionary
B11 Conversion of a domestic garage to habitable room (max 40m <sup>2</sup> ): regularisation	751.09	682.81	10.0%	Discretionary
B12 Alterations to extend or create a basement up to 100m <sup>2</sup> : plan	385.00	350.00	10.0%	Discretionary
B12 Alterations to extend or create a basement up to 100m <sup>2</sup> : inspection	737.00	670.00	10.0%	Discretionary
B12 Alterations to extend or create a basement up to 100m <sup>2</sup> : building notice	1,290.30	1,173.00	10.0%	Discretionary
B12 Alterations to extend or create a basement up to 100m <sup>2</sup> : regularisation	1,612.88	1,466.25	10.0%	Discretionary
C1 Underpinning	Individually Determined	Individually Determined		Discretionary
C2 Renovation of a thermal element to a single building: plan and inspection	385.00	350.00	10.0%	Discretionary
C2 Renovation of a thermal element to a single building: building notice	442.75	546.25	-18.9%	Discretionary
C2 Renovation of a thermal element to a single building: regularisation	553.44	682.81	-18.9%	Discretionary
C3 Structural alterations of a single beam or chimney breast removal: plan and inspection	225.00	200.00	12.5%	Discretionary
C3 Structural alterations of a single beam or chimney breast removal: building notice	258.75	230.00	12.5%	Discretionary
C3 Structural alterations of a single beam or chimney breast removal: regularisation	323.44	287.50	12.5%	Discretionary
C4 Internal alterations, installation of fittings (not electrical) or structural alterations - cost ≤ £5k - plan	357.50	325.00	10.0%	Discretionary
C4 Internal alterations, installation of fittings (not electrical) or structural alterations - cost ≤ £5k - inspection	Included in plan charge	Included in plan charge		
C4 Internal alterations, installation of fittings (not electrical) or structural alterations - cost ≤ £5k - building notice	411.13	373.75	10.0%	Discretionary
C4 Internal alterations, installation of fittings (not electrical) or structural alterations - cost ≤ £5k - regularisation	513.91	467.19	10.0%	Discretionary
C4 Internal alterations, installation of fittings (not electrical) or structural alterations - cost > £5k, ≤ £25k - plan	220.00	200.00	10.0%	Discretionary
C4 Internal alterations, installation of fittings (not electrical) or structural alterations - cost > £5k, ≤ £25k - inspection	357.50	325.00	10.0%	Discretionary
C4 Internal alterations, installation of fittings (not electrical) or structural alterations - cost > £5k, ≤ £25k - building notice	664.13	603.75	10.0%	Discretionary
C4 Internal alterations, installation of fittings (not electrical) or structural alterations - cost > £5k, ≤ £25k - regularisation	830.16	754.69	10.0%	Discretionary
C4 Internal alterations, installation of fittings (not electrical) or structural alterations - cost > £25k, ≤ £50k - plan	330.00	300.00	10.0%	Discretionary
C4 Internal alterations, installation of fittings (not electrical) or structural alterations - cost > £25k, ≤ £50k - inspection	522.50	475.00	10.0%	Discretionary
C4 Internal alterations, installation of fittings (not electrical) or structural alterations - cost > £25k, ≤ £50k - building notice	980.38	891.25	10.0%	Discretionary
C4 Internal alterations, installation of fittings (not electrical) or structural alterations - cost > £25k, ≤ £50k - regularisation	1,225.47	1,114.06	10.0%	Discretionary
C4 Internal alterations, installation of fittings (not electrical) or structural alterations - cost > £50k, ≤ £75k - plan	330.00	300.00	10.0%	Discretionary
C4 Internal alterations, installation of fittings (not electrical) or structural alterations - cost > £50k, ≤ £75k - inspection	797.50	725.00	10.0%	Discretionary
C4 Internal alterations, installation of fittings (not electrical) or structural alterations - cost > £50k, ≤ £75k - building notice	1,296.63	1,178.75	10.0%	Discretionary
C4 Internal alterations, installation of fittings (not electrical) or structural alterations - cost > £50k, ≤ £75k - regularisation	1,620.78	1,473.44	10.0%	Discretionary
C5 window replacement per installation of up to 20 windows - plan and inspection*	220.00	200.00	10.0%	Discretionary

PLACE DIRECTORATE	2023/24 £	2022/23 £	Increase %	Discretionary / non-discretionary
C5 window replacement per installation of up to 20 windows - building notice*	253.00	230.00	10.0%	Discretionary
C5 window replacement per installation of up to 20 windows - regularisation*	316.25	287.50	10.0%	Discretionary
C5 window replacement any electrical work - plan and inspection*	495.00	450.00	10.0%	Discretionary
C5 window replacement any electrical work - building notice*	569.25	517.50	10.0%	Discretionary
C5 window replacement any electrical work - regularisation*	711.56	646.88	10.0%	Discretionary
<i>* Where installer is not registered with approved competent person scheme</i>				
<b>D Other Residential (Institution &amp; Other) including-Hospitals, Hotels and Boarding Houses</b>				
D1 Assembly & Recreational including clubs, schools and halls - floor area ≤ 10m <sup>2</sup> - plan	275.00	250.00	10.0%	Discretionary
D1 Assembly & Recreational including clubs, schools and halls - floor area ≤ 10m <sup>2</sup> - inspection	605.00	550.00	10.0%	Discretionary
D1 Assembly & Recreational including clubs, schools and halls - floor area ≤ 10m <sup>2</sup> - regularisation	1,100.00	1,000.00	10.0%	Discretionary
D2 Assembly & Recreational including clubs, schools and hall - floor area > 10m <sup>2</sup> , ≤ 40m <sup>2</sup> - plan	385.00	350.00	10.0%	Discretionary
D2 Assembly & Recreational including clubs, schools and hall - floor area > 10m <sup>2</sup> , ≤ 40m <sup>2</sup> - inspection	770.00	700.00	10.0%	Discretionary
D2 Assembly & Recreational including clubs, schools and hall - floor area > 10m <sup>2</sup> , ≤ 40m <sup>2</sup> - regularisation	1,443.75	1,312.50	10.0%	Discretionary
D3 Assembly & Recreational including clubs, schools and hall - floor area > 40m <sup>2</sup> , ≤ 100m <sup>2</sup> - plan	385.00	350.00	10.0%	Discretionary
D3 Assembly & Recreational including clubs, schools and hall - floor area > 40m <sup>2</sup> , ≤ 100m <sup>2</sup> - inspection	935.00	850.00	10.0%	Discretionary
D3 Assembly & Recreational including clubs, schools and hall - floor area > 40m <sup>2</sup> , ≤ 100m <sup>2</sup> - regularisation	1,650.00	1,500.00	10.0%	Discretionary
D4 Assembly & Recreational including clubs, schools and hall - floor area > 100m <sup>2</sup> , ≤ 200m <sup>2</sup> - plan	385.00	350.00	10.0%	Discretionary
D4 Assembly & Recreational including clubs, schools and hall - floor area > 100m <sup>2</sup> , ≤ 200m <sup>2</sup> - inspection	1,347.50	1,225.00	10.0%	Discretionary
D4 Assembly & Recreational including clubs, schools and hall - floor area > 100m <sup>2</sup> , ≤ 200m <sup>2</sup> - regularisation	2,165.63	1,968.75	10.0%	Discretionary
D5 Industrial & storage – including factories and warehouses - floor area ≤ 10m <sup>2</sup> - plan	385.00	350.00	10.0%	Discretionary
D5 Industrial & storage – including factories and warehouses - floor area ≤ 10m <sup>2</sup> - inspection	Included in plan charge	Included in plan charge		
D5 Industrial & storage – including factories and warehouses - floor area ≤ 10m <sup>2</sup> - regularisation	481.25	437.50	10.0%	Discretionary
D6 Industrial & storage – including factories and warehouses - floor > 10m <sup>2</sup> , ≤ 40m <sup>2</sup> - plan	385.00	350.00	10.0%	Discretionary
D6 Industrial & storage – including factories and warehouses - floor > 10m <sup>2</sup> , ≤ 40m <sup>2</sup> - inspection	385.00	350.00	10.0%	Discretionary
D6 Industrial & storage – including factories and warehouses - floor > 10m <sup>2</sup> , ≤ 40m <sup>2</sup> - regularisation	962.50	875.00	10.0%	Discretionary
D7 Industrial & storage – including factories and warehouses - floor > 40m <sup>2</sup> , ≤ 100m <sup>2</sup> - plan	385.00	350.00	10.0%	Discretionary
D7 Industrial & storage – including factories and warehouses - floor > 40m <sup>2</sup> , ≤ 100m <sup>2</sup> - inspection	550.00	500.00	10.0%	Discretionary
D7 Industrial & storage – including factories and warehouses - floor > 40m <sup>2</sup> , ≤ 100m <sup>2</sup> - regularisation	1,168.75	1,062.50	10.0%	Discretionary
D8 Industrial & storage – including factories and warehouses - floor > 100m <sup>2</sup> , ≤ 200m <sup>2</sup> - plan	385.00	350.00	10.0%	Discretionary
D8 Industrial & storage – including factories and warehouses - floor > 100m <sup>2</sup> , ≤ 200m <sup>2</sup> - inspection	715.00	650.00	10.0%	Discretionary
D8 Industrial & storage – including factories and warehouses - floor > 100m <sup>2</sup> , ≤ 200m <sup>2</sup> - regularisation	1,375.00	1,250.00	10.0%	Discretionary
D9 All other uses – including offices and shops (commercial) - floor area ≤ 10m <sup>2</sup> - plan	275.00	250.00	10.0%	Discretionary
D9 All other uses – including offices and shops (commercial) - floor area ≤ 10m <sup>2</sup> - inspection	385.00	350.00	10.0%	Discretionary
D9 All other uses – including offices and shops (commercial) - floor area ≤ 10m <sup>2</sup> - regularisation	825.00	750.00	10.0%	Discretionary
D10 All other uses – including offices and shops (commercial) - floor area > 10m <sup>2</sup> , ≤ 40m <sup>2</sup> - plan	385.00	350.00	10.0%	Discretionary
D10 All other uses – including offices and shops (commercial) - floor area > 10m <sup>2</sup> , ≤ 40m <sup>2</sup> - inspection	550.00	500.00	10.0%	Discretionary
D10 All other uses – including offices and shops (commercial) - floor area > 10m <sup>2</sup> , ≤ 40m <sup>2</sup> - regularisation	1,168.75	1,062.50	10.0%	Discretionary
D11 All other uses – including offices and shops (commercial) - floor area > 40m <sup>2</sup> , ≤ 100m <sup>2</sup> - plan	385.00	350.00	10.0%	Discretionary
D11 All other uses – including offices and shops (commercial) - floor area > 40m <sup>2</sup> , ≤ 100m <sup>2</sup> - inspection	742.50	675.00	10.0%	Discretionary
D11 All other uses – including offices and shops (commercial) - floor area > 40m <sup>2</sup> , ≤ 100m <sup>2</sup> - regularisation	1,409.38	1,281.25	10.0%	Discretionary
D12 All other uses – including offices and shops (commercial) - floor area > 100m <sup>2</sup> , ≤ 200m <sup>2</sup> - plan	385.00	350.00	10.0%	Discretionary
D12 All other uses – including offices and shops (commercial) - floor area > 100m <sup>2</sup> , ≤ 200m <sup>2</sup> - inspection	935.00	850.00	10.0%	Discretionary
D12 All other uses – including offices and shops (commercial) - floor area > 100m <sup>2</sup> , ≤ 200m <sup>2</sup> - regularisation	1,650.00	1,500.00	10.0%	Discretionary
<b>E All other non-domestic work alterations</b>				
E1 Underpinning	Individually Determined	Individually Determined		Discretionary
E2 Window replacement per installation up to 20 windows - plan	275.00	250.00	10.0%	Discretionary

PLACE DIRECTORATE	2023/24 £	2022/23 £	Increase %	Discretionary / non-discretionary
E2 Window replacement per installation up to 20 windows - inspection	Included in plan charge	Included in plan charge		
E2 Window replacement per installation up to 20 windows - regularisation	343.75	312.50	10.0%	Discretionary
E3 Window replacement per installation over 20 windows up to 50 windows - plan	220.00	200.00	10.0%	Discretionary
E3 Window replacement per installation over 20 windows up to 50 windows - inspection	330.00	300.00	10.0%	Discretionary
E3 Window replacement per installation over 20 windows up to 50 windows - regularisation	687.50	625.00	10.0%	Discretionary
E4 Renovation of a thermal element (wall, floor or roof) estimated cost ≤ £50k - plan	275.00	250.00	10.0%	Discretionary
E4 Renovation of a thermal element (wall, floor or roof) estimated cost ≤ £50k - inspection	275.00	250.00	10.0%	Discretionary
E4 Renovation of a thermal element (wall, floor or roof) estimated cost ≤ £50k - regularisation	687.50	625.00	10.0%	Discretionary
E4 Renovation of a thermal element (wall, floor or roof) estimated cost > £50k, ≤ £100k - plan	275.00	250.00	10.0%	Discretionary
E4 Renovation of a thermal element (wall, floor or roof) estimated cost > £50k, ≤ £100k - inspection	440.00	400.00	10.0%	Discretionary
E4 Renovation of a thermal element (wall, floor or roof) estimated cost > £50k, ≤ £100k	893.75	812.50	10.0%	Discretionary
E4 Renovation of a thermal element (wall, floor or roof) estimated cost > £100k, ≤ £250k - plan	275.00	250.00	10.0%	Discretionary
E4 Renovation of a thermal element (wall, floor or roof) estimated cost > £100k, ≤ £250k - inspection	550.00	500.00	10.0%	Discretionary
E4 Renovation of a thermal element (wall, floor or roof) estimated cost > £100k, ≤ £250k - regularisation	1,031.25	937.50	10.0%	Discretionary
E5 Alterations estimated cost ≤ £5k - plan*	495.00	450.00	10.0%	Discretionary
E5 Alterations estimated cost ≤ £5k - inspection*	Included in plan charge	Included in plan charge		
E5 Alterations estimated cost ≤ £5k* - regularisation	618.75	562.50	10.0%	Discretionary
E5 Alterations estimated cost > £5k, ≤ £25k - plan*	220.00	200.00	10.0%	Discretionary
E5 Alterations estimated cost > £5k, ≤ £25k - inspection*	385.00	350.00	10.0%	Discretionary
E5 Alterations estimated cost > £5k, ≤ £25k* - regularisation	756.25	687.50	10.0%	Discretionary
E5 Alterations estimated cost > £25k, ≤ £50k - plan*	220.00	200.00	10.0%	Discretionary
E5 Alterations estimated cost > £25k, ≤ £50k - inspection*	605.00	550.00	10.0%	Discretionary
E5 Alterations estimated cost > £25k, ≤ £50k* - regularisation	1,031.25	937.50	10.0%	Discretionary
E5 Alterations estimated cost exceeding £50k, ≤ £100k - plan*	385.00	350.00	10.0%	Discretionary
E5 Alterations estimated cost exceeding £50k, ≤ £100k - inspection*	660.00	600.00	10.0%	Discretionary
E5 Alterations estimated cost exceeding £50k, ≤ £100k* - regularisation	1,306.25	1,187.50	10.0%	Discretionary
E5 Alterations installation of a mezzanine floor up to 500m <sup>2</sup> - plan*	385.00	350.00	10.0%	Discretionary
E5 Alterations installation of a mezzanine floor up to 500m <sup>2</sup> - inspection*	660.00	600.00	10.0%	Discretionary
E5 Alterations installation of a mezzanine floor up to 500m <sup>2</sup> - regularisation*	1,306.25	1,187.50	10.0%	Discretionary
<i>* not described elsewhere including structural alterations and installation of controlled fittings</i>				
E6 Office / shop fit out - floor area up to 500m <sup>2</sup> - plan	275.00	250.00	10.0%	Discretionary
E6 Office / shop fit out - floor area up to 500m <sup>2</sup> - inspection	385.00	350.00	10.0%	Discretionary
E6 Office / shop fit out - floor area up to 500m <sup>2</sup> - regularisation	825.00	750.00	10.0%	Discretionary
E6 Office / shop fit out - floor area exceeding 500m <sup>2</sup> and up to 1000m <sup>2</sup> - plan	275.00	250.00	10.0%	Discretionary
E6 Office / shop fit out - floor area exceeding 500m <sup>2</sup> and up to 1000m <sup>2</sup> - inspection	550.00	500.00	10.0%	Discretionary
E6 Office / shop fit out - floor area exceeding 500m <sup>2</sup> and up to 1000m <sup>2</sup> - regularisation	1,031.25	937.50	10.0%	Discretionary
E6 Office / shop fit out - change of use of a building (charged in addition to the above works) - plan	275.00	250.00	10.0%	Discretionary
E6 Office / shop fit out - change of use of a building (charged in addition to the above works) - inspection	Included in plan charge	Included in plan charge		
E6 Office / shop fit out - change of use of a building (charged in addition to the above works) - regularisation	343.75	312.50	10.0%	Discretionary
<b>F Miscellaneous charges</b>				
Copy existing document	16.50	15.00	10.0%	Discretionary
Reopening old applications over 3 years since last visit	100.00	90.00	11.1%	Discretionary
First re- issue of completion certificate if no inspection or review is required	55.00	50.00	10.0%	Discretionary
Trial hole inspection - deducted from subsequent application fee if made within 6 months	85.00	75.00	13.3%	Discretionary
Pre-application advice, per hour or part there of (first hour free)	85.00	75.00	13.3%	Discretionary
Cancellation of application or withdrawal of application: no surveyor involvement	30.00	25.00	20.0%	Discretionary
Cancellation of application or withdrawal of application: with surveyor involvement in checking works	Plan fee or hourly rate	Plan fee or hourly rate		Discretionary

PLACE DIRECTORATE	2023/24 £	2022/23 £	Increase %	Discretionary / non-discretionary
<b>STREET NAMING AND NUMBERING</b>				
<b>Change of name of named properties if not part of formal address (fees inclusive of VAT)</b>				
Research into archives (where not part of statutory function) set as a minimum of	280.00	243.00	15.2%	Discretionary
Research into archives (where not part of statutory function) charge per hour after 3 hours	72.00	62.00	16.1%	Discretionary
Provision of hard copy of plans (A4)	72.00	62.00	16.1%	Discretionary
Provision of supplementary information	149.00	129.00	15.5%	Discretionary
<b>Street naming and numbering of existing properties (fees are inclusive of VAT)</b>				
Change of address for existing properties	166.00	144.00	15.3%	Discretionary
Street name change	503.00	437.00	15.1%	Discretionary
Rename street where requested by residents - base charge	50.00	43.00	16.3%	Discretionary
Rename street where requested by residents - advertising	1,970.00	1,713.00	15.0%	Discretionary
Rename street where requested by residents - street name plate charges (charge is variable)	At cost + 20%			Discretionary
<b>Street naming and numbering of new properties (fees are exempt of VAT)</b>				
New Developments 1	166.00	144.00	15.3%	Discretionary
New Developments 2	331.00	287.00	15.3%	Discretionary
New Developments 3	496.00	431.00	15.1%	Discretionary
New Developments 4	662.00	575.00	15.1%	Discretionary
New Developments 5	827.00	719.00	15.0%	Discretionary
New Developments 6-25	1,176.00	1,022.00	15.1%	Discretionary
New Developments 26+	1,635.00	1,421.00	15.1%	Discretionary
Additional charge for naming of building	244.00	212.00	15.1%	Discretionary
<i>Includes the registration of replacement dwelling of same name and property conversions</i>				

RESOURCES DIRECTORATE	2023/24 £	2022/23 £	Increase %	Discretionary / non-discretionary
<b>DEPUTYSHIP</b>				
<b>Estates Winding Up Fee - Level 1</b> Basic requirements assuming that there is a valid will and next of kin / solicitor in place to administer the estate. - Notify DWP - Notify Court of Protection / Office of the Public Guardian - Notify other financial institutions - Complete BD8 - Settle funeral and other final bills - Distribute estate to executors	280.00	259.00	8.1%	Discretionary
<b>Estates Winding Up Fee - Level 2</b> Basic requirements above, plus any of the additional work required. - Completion of final account report for Court of Protection - Advising or assisting on the completion of Probate applications - Referring the estate to Treasury Solicitors - Liaising with Treasury Solicitors	346.00	320.00	8.1%	Discretionary
<b>Estates Winding Up Fee - Level 3</b> Include some or all of levels 1 and 2, plus the additional work. - Collecting Death Certificate - Registering the death - Arranging the funeral	484.00	448.00	8.0%	Discretionary
<b>OFFICE OF THE PUBLIC GUARDIAN / COURT OF PROTECTION</b>				
<b>Remuneration of Local Authority deputies - fees are exempt of VAT and set by the Court of Protection</b>				
Category I: Work up to and including appointment of a deputy for property and affairs	745.00	745.00	0.0%	Non-discretionary
Category II: Annual fee local authority appointed deputy for property and affairs:				
- For the first year	775.00	775.00	0.0%	Non-discretionary
- For the second and subsequent years	650.00	650.00	0.0%	Non-discretionary
Where net assets are below £16,000, the local authority Deputy may take an annual fee not exceeding 3% net assets.				
Category III - Annual property management fee	300.00	300.00	0.0%	Non-discretionary
Category IV - Preparation and lodgement of an annual report or account to the Public Guardian	216.00	216.00	0.0%	Non-discretionary

RESOURCES DIRECTORATE	2024/25 £	2023/24 £	2022/23 £	Increase % (2024/25)	Increase % (2023/24)	Discretionary / non-discretionary
<b>SUPERINTENDENT REGISTRAR</b>						
<b>General Searches</b>						
General Search in indexes in Office not exceeding 6 successive hours		18.00	18.00		0.0%	Non-discretionary
<b>Certificates - Prices set by Statute</b>						
Issue of Certificate (Standard 14-day despatch)		11.00	11.00		0.0%	Non-discretionary
Issue of Certificate (Express 24-48 hours despatch)		35.00	35.00		0.0%	Non-discretionary
Multilingual Standard Form (MSF)		N/A	N/A		N/A	Non-discretionary
Attestation of Foreign Pensions (Proof of Life)		22.00	21.00		4.8%	Non-discretionary
<b>Marriages - Prices set by Statute</b>						
Attending outside office to be given notice of marriage of house-bound or detained person		46.00	46.00		0.0%	Non-discretionary
Entering a notice of marriage in a marriage notice book		35.00	35.00		0.0%	Non-discretionary
Attending a Marriage at a registered building		84.00	84.00		0.0%	Non-discretionary
Attending a Marriage at the Register Office		46.00	46.00		0.0%	Non-discretionary
<b>Certification Of Worship And Registration For Marriage</b>						
Certification of a place of meeting for religious worship-statutory fee		28.00	28.00		0.0%	Non-discretionary
Registration of a building for the solemnisation of marriages-statutory fee		120.00	120.00		0.0%	Non-discretionary
Licensing an outside venue for weddings and civil partnerships		2,095.00	1,995.00		5.0%	Discretionary
Additional rooms		638.00	608.00		4.9%	Discretionary
<b>Marriage and Civil Partnership Ceremonies in Licenced Venues</b>						
Monday to Thursday (up to / including 5:00pm)	610.00	587.00	560.00	3.9%	4.8%	Discretionary
Monday to Thursday (after 5.00pm if available)	676.00	650.00	620.00	4.0%	4.8%	Discretionary
Fridays and Saturdays (up to / including 5pm)	676.00	650.00	620.00	4.0%	4.8%	Discretionary
Friday and Saturday (after 5pm if available)	745.00	718.00	685.00	3.8%	4.8%	Discretionary
Sundays and Bank Holidays (up to / including 5pm)	745.00	718.00	685.00	3.8%	4.8%	Discretionary
Sundays and Bank Holidays after 5pm	785.00	755.00	720.00	4.0%	4.9%	Discretionary
<b>Marriage and Civil Partnership Ceremonies in Maidenhead Ceremony Room</b>						
Monday to Thursday (up to / including 3:30pm)	290.00	278.00	265.00	4.3%	4.9%	Discretionary
Monday to Thursday (after 3.30pm if available)	360.00	330.00	315.00	9.1%	4.8%	Discretionary
Friday to Saturday	360.00	330.00	315.00	9.1%	4.8%	Discretionary
Saturday (after 12pm if available)	460.00	440.00	420.00	4.5%	4.8%	Discretionary
Sunday	550.00	524.00	500.00	5.0%	4.8%	Discretionary
Bank Holiday	680.00	650.00	620.00	4.6%	4.8%	Discretionary
<b>Citizenship Ceremonies</b>						
Per Ceremony		80.00	80.00		0.0%	Non-discretionary
Private Citizenship Ceremonies - Register Office:						
Mondays to Thursdays per individual		195.00	185.00		5.4%	Discretionary
Mondays to Thursdays per couple		278.00	N/A		N/A	Discretionary
Friday per individual		210.00	N/A		N/A	Discretionary
Friday per couple / family		330.00	N/A		N/A	Discretionary
Saturday -individual or couple / family		330.00	329.00		0.3%	Discretionary
<b>Baby Naming And Reaffirmation (inclusive of VAT)</b>						
Register Office - Monday to Thursday		305.00	285.00		7.0%	Discretionary

RESOURCES DIRECTORATE	2024/25 £	2023/24 £	2022/23 £	Increase % (2024/25)	Increase % (2023/24)	Discretionary / non-discretionary
Register Office - Friday and Saturday (up to 12pm)		345.00	329.00		4.9%	Discretionary
Register Office - Saturday (after 12pm)		445.00	422.00		5.5%	Discretionary
Register Office - Sunday		515.00	487.00		5.7%	Discretionary
Register Office - Bank Holidays		585.00	548.00		6.8%	Discretionary
Outside Venues - Monday to Thursday		435.00	400.00		8.8%	Discretionary
Outside Venues - Friday and Saturday		570.00	526.00		8.4%	Discretionary
Outside Venues - Sunday		655.00	604.00		8.4%	Discretionary
Outside Venues - Bank Holidays		655.00	635.00			
Changing the name on a venue license		42.00	39.00		7.7%	Discretionary



RESOURCES DIRECTORATE		2023/24 £	2022/23 £	Increase %	Discretionary / non-discretionary
<b>LIBRARIES</b>					
<b>Overdue returns (Per Loan Period)</b>					
Adult Books	Per day	0.30	0.28	7.1%	Discretionary
Adult Books	Maximum per item	12.60	11.50	9.6%	Discretionary
Children's / Teenage Books	Per day	0.05	0.05	0.0%	Discretionary
Children's / Teenage Books	Maximum per item	12.60	11.50	9.6%	Discretionary
DVDs	Per day	0.68	0.63	7.9%	Discretionary
DVDs	Maximum per item	12.60	11.50	9.6%	Discretionary
<b>Audio / Visual Loan Charges</b>					
DVD (Advantage Card Holder)	Per item for 1 week	3.00	2.75	9.1%	Discretionary
DVD (non-Advantage Card Holder)	Per item for 1 week	3.10	2.80	10.7%	Discretionary
<b>Reservations</b>					
Adult books from SELMS partnership libraries		3.00	3.00	0.0%	Discretionary
Inter-Library Loans with Advantage Card		10.00	9.50	5.3%	Discretionary
Inter-Library Loans without Advantage Card		12.00	11.50	4.3%	Discretionary
Inter-Library Loans: Student Discount Rate with Advantage Card		2.70	2.50	8.0%	Discretionary
Inter-Library Loans: Student Discount Rate without Advantage Card		2.70	2.50	8.0%	Discretionary
Inter-Library Loans					
Urgent and Specialists administration (in addition to British Library Charge)		8.50	8.00	6.3%	Discretionary
Music scores and play sets administration (in addition to courier charge)		10.00	8.00	25.0%	Discretionary
<b>Library events</b>					
Children (minimum)		4.50	4.20	7.1%	Discretionary
Adults (minimum)		6.80	6.30	7.9%	Discretionary
<b>Library School Offers</b>					
RDS: 100 books per year, unlimited exchange		380.00	365.00	4.1%	Discretionary
RDS: 200 books per year, unlimited exchange		770.00	730.00	5.5%	Discretionary
RDS: 400 books per year, unlimited exchange		1,350.00	1,250.00	8.0%	Discretionary
RDS: 750 books per year, unlimited exchange		2,400.00	2,200.00	9.1%	Discretionary
RDS: 950 books per year, unlimited exchange		2,800.00	2,600.00	7.7%	Discretionary
Topic boxes per term		90.00	80.00	12.5%	Discretionary
Sessions each		115.00	105.00	9.5%	Discretionary
<b>Reference Library Services</b>					
Printing from Electronic Information sources: black and white	Per A4 sheet	0.25	0.25	0.0%	Discretionary
Printing from Electronic Information sources: colour	Per A4 sheet	0.50	0.50	0.0%	Discretionary
Research (first 30 mins free)	Per 15 minutes (or part)	16.00	15.00	6.7%	Discretionary
<b>Photocopying</b>					
Black and White	Per A4 copy	0.25	0.25	0.0%	Discretionary
Black and White	Per A3 copy	0.50	0.50	0.0%	Discretionary
Colour	Per A4 copy	0.50	0.50	0.0%	Discretionary
Colour	Per A3 copy	1.00	1.00	0.0%	Discretionary

RESOURCES DIRECTORATE		2023/24 £	2022/23 £	Increase %	Discretionary / non-discretionary
<b>Microform &amp; Microfiche</b>					
Printing from Microform & Microfiche	Per A4 copy	0.50	N/A	N/A	Discretionary
Printing from Microform & Microfiche: Handling P&P (minimum)		2.50	2.25	11.1%	Discretionary
Printing from Microform & Microfiche: Printing from customer's microform		0.50	N/A	N/A	Discretionary
<b>Lost and damaged items</b>					
Replacement membership card		3.00	2.80	7.1%	Discretionary
<b>Room &amp; Exhibition Hire (All Libraries)</b>					
Commercial Organisations	Per hour	50.00	44.00	13.6%	Discretionary
Commercial Organisations	Per 1/2 day	110.00	100.00	10.0%	Discretionary
Commercial Organisations	Per day	190.00	170.00	11.8%	Discretionary
Non-Commercial Organisations (charged services)	Per hour	35.00	30.00	16.7%	Discretionary
Non-Commercial Organisations (charged services)	Per 1/2 day	70.00	60.00	16.7%	Discretionary
Non-Commercial Organisations (charged services)	Per day	100.00	91.00	9.9%	Discretionary
Other Borough Based Community Groups	Per hour	15.00	13.00	15.4%	Discretionary
Other Borough Based Community Groups	Per 1/2 day	40.00	34.00	17.6%	Discretionary
Other Borough Based Community Groups	Per day	50.00	45.00	11.1%	Discretionary
(Kitchen facilities included in all rates per hire, refreshments price per hire on app.)					
Cancellation fee for bookings cancelled within one month		20% of fee	20% of fee		Discretionary
Weekly or 'subsequent day' rates negotiable					
<b>Interview Room</b>					
Commercial Organisations	Per hour	30.00	25.00	20.0%	Discretionary
Commercial Organisations	Per 1/2 day	60.00	50.00	20.0%	Discretionary
Commercial Organisations	Per day	100.00	80.00	25.0%	Discretionary
Non-Commercial Organisations (charged services)	Per hour	18.00	16.50	9.1%	Discretionary
Non-Commercial Organisations (charged services)	Per 1/2 day	35.00	31.50	11.1%	Discretionary
Non-Commercial Organisations (charged services)	Per day	54.00	49.00	10.2%	Discretionary
Other Borough Based Community Groups	Per hour	6.00	5.50	9.1%	Discretionary
Other Borough Based Community Groups	Per 1/2 day	18.00	17.00	5.9%	Discretionary
Other Borough Based Community Groups	Per day	28.00	26.00	7.7%	Discretionary
<b>Use of library computer</b>					
Guest' (non-members)	Per 1/2 hour	1.00	1.00	0.0%	Discretionary
Library Members	Per 1/2 hour	0.50	0.50	0.0%	Discretionary
Advantage Card holders (45mins per day free)	Per 1/2 hour	0.50	0.50	0.0%	Discretionary

RESOURCES DIRECTORATE	2023/24 £	2022/23 £	Increase %	Discretionary / non-discretionary
<b>INSURANCE</b>				
<b>Insurance Admin charges for Street Furniture Cost recovery (inclusive of VAT)</b>				
Administration Charge on top of the recovery of the cost of repairing/replacing the damaged street council property				
Recoveries with a value < £1,000	180.00	172.50	4.3%	Discretionary
Recoveries with a value > £1,000 and < £2,000	240.00	230.00	4.3%	Discretionary
Recoveries with a value > £2,000	360.00	345.00	4.3%	Discretionary

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Report Title:	<b>LGA Corporate Peer Challenge: Follow Up Visit</b>
Contains Confidential or Exempt Information	No - Part I
Cabinet Member:	Cllr Johnson, Leader of the Council
Meeting and Date:	Cabinet – 26 January 2022
Responsible Officer(s):	Emma Duncan, Monitoring Officer and Deputy Director of Law, Strategy and Public Health
Wards affected:	All



## **REPORT SUMMARY**

This report updates Members on the progress on the Action Plan resulting from the recommendations of the Local Government Association (LGA) Corporate Peer Challenge, which took place from 24 – 27 January, 2022. The Royal Borough invited the LGA into the council to conduct the review, in order to provide an external assessment of its progress, and recommendations for further improvement. Their assessment and recommendations were set out in the LGA Corporate Peer Challenge Feedback Report.

Cabinet considered the recommendations in March 2022 and agreed to accept the 11 recommendations subject to minor amendments and agreed to the preparation of an Action Plan.

The Peer Team then revisited the Council on 20<sup>th</sup> October 2022 to review progress.

## **1. DETAILS OF RECOMMENDATION(S)**

### **RECOMMENDATION:**

**That Cabinet notes the report and the comments of the Peer Review Team.**

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

### **Options**

**Table 2: Options arising from this report**

<b>Option</b>	<b>Comments</b>
Cabinet agrees to note the comments.	<b>This is the recommended option</b>
Cabinet doesn't agree to note the comments.	The Royal Borough invited the LGA into the council to assess our progress and make recommendations for further improvements. Failing to accept

Option	Comments
	progress against the recommendations of the Peer Review team, would call into question the purpose of the review, and show the council in a poor light with the LGA.

## 1. KEY IMPLICATIONS

### LGA Corporate Peer Challenge: background

1.1 The Corporate Peer Challenge is part of the LGA sector support offer. It provides independent and external improvement support and challenge through a peer review, conducted by a team of Members and Senior Officers from other local authorities.

1.2 The review is a tried, and trusted method of improvement and provides a practitioner perspective and critical friend challenge. The Royal Borough invited in the LGA to conduct the review, to provide an assessment of its progress and recommendations for further improvement. It was delivered at no cost to the council.

1.3 The 2022 review was a Corporate Peer Challenge and covered five key areas:

- Local priorities and outcomes;
- Organisational and place leadership;
- Governance and culture;
- Financial planning and management;
- Capacity for improvement.

1.4 The 2022 Peer Review followed a prior review in 2017, and a briefer progress review in 2019. The results of all three reviews are published on our website.

1.5 The 2022 review was a mix of face to face, online and desk-based research. The team undertook interviews and focus groups with a wide range of Members, officers, stakeholders and citizens, speaking to nearly 100 people in total. The team also observed several key officer and Member meetings and visited sites within the borough. They also reviewed key documents and a self-assessment by the council. The findings from the review were developed into feedback and recommendations, which were shared through a presentation to those participating in the review, and were embedded into an Action Plan, progress on which was reported to Cabinet earlier in the year.

1.6 The LGA returned to the Royal Borough in October 2022, to review progress as part of a process designed to;

- Update peers on the early progress made and to receive feedback on this

including how the action plan aligns to the CPC’s recommendations

- Consider peer’s reflections on any new opportunities or challenges that may have arisen since the peer team were ‘on-site’ including any further support needs
- Discuss any early impact or learning from the progress made to date

1.7 The report that details the Peer Team’s comments is attached at Appendix A and Members will note the progress made against the recommendations.

1.8 The direction of travel set by the Peer Review will be incorporated into the Council’s Corporate Improvement Plan and Corporate Plan.

**2.**

2.1

**Table 3: Key Implications**

<b>Outcome</b>	<b>Unmet</b>	<b>Met</b>	<b>Exceeded</b>	<b>Date of delivery</b>
The council agrees the LGA recommendations and takes these forward through a robust Action Plan.	The council makes poor progress in responding to the recommendations	LGA six month review concludes that good progress has been made in delivering the recommendations	LGA six month review concludes that excellent progress has been made in delivering the recommendations	Autumn 2022

**3. FINANCIAL DETAILS / VALUE FOR MONEY**

3.1 The financial implications of taking forward the LGA Corporate Peer Challenge recommendations are being considered as part of the budget process.

3.2 At this stage, there are no financial implications of taking the decisions recommended in this report. .

**4. LEGAL IMPLICATIONS**

4.1 There are no legal implications associated with this report.

## 5. RISK MANAGEMENT

**Table 4: Impact of risk and mitigation**

<b>Risk</b>	<b>Level of uncontrolled risk</b>	<b>Controls</b>	<b>Level of controlled risk</b>
LGA are dissatisfied with the council's response to the review.	<b>Low</b>	Ongoing engagement with the LGA and maintenance of existing strong relationships.	<b>Low</b>

## 6. POTENTIAL IMPACTS

6.1 Equalities. None

6.2 Climate change/sustainability. None

6.3 Data Protection/GDPR. There are no data protection issues associated with this report.

## 7. CONSULTATION

8.1 The process of undertaking the LGA Corporate Peer Challenge involved interviews with a wide range of Members, staff, stakeholders and citizens, in order to assess the council and generate its findings and recommendations. The initial findings of the review were shared with all who participated on 2 February 2022, with opportunities provided for feedback and comment.

## 8. TIMETABLE FOR IMPLEMENTATION

8.1 The implementation stages are set out in table 5.

**Table 5: Implementation timetable**

<b>Date</b>	<b>Details</b>
20 October 2022	Six month follow up visit from the LGA, to assess progress on delivering the recommendations of the Report. This concludes the Peer Review.

## 9. APPENDICES

9.1 This report is supported by 1 appendix.

## 10. CONSULTATION

<b>Name of consultee</b>	<b>Post held</b>	<b>Date sent</b>	<b>Date returned</b>
<i>Mandatory: Statutory Officers (or deputies)</i>			
Adele Taylor	Executive Director of Resources/S151 Officer	<b>20/12/22</b>	



Emma Duncan	Deputy Director of Law and Strategy / Monitoring Officer	<b>Author</b>	
<i>Deputies:</i>			
Andrew Vallance	Head of Finance (Deputy S151 Officer)	<b>20/12/22</b>	
Elaine Browne	Head of Law (Deputy Monitoring Officer)	<b>20/12/22</b>	
Karen Shepherd	Head of Governance (Deputy Monitoring Officer)	<b>20/12/22</b>	
<i>Other consultees:</i>			
<i>Directors (where relevant)</i>			
Tony Reeves	Interim Chief Executive	20/12/22	
Andrew Durrant	Executive Director of Place	20/12/22	
Kevin McDaniel	Executive Director of Children's Services	20/12/22	
<i>Heads of Service (where relevant)</i>			
<i>External (where relevant)</i>			
<i>Insert as appropriate or N/A</i>			

Confirmation relevant Cabinet Member(s) consulted	Leader of the Council	Yes/No <i>delete as appropriate</i>
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## REPORT HISTORY

<b>Decision type:</b>	<b>Urgency item?</b>	<b>To follow item?</b>
Non-key decision	No	No

Report Author: Emma Duncan, Monitoring Officer and Director of Law, Strategy and Public Health
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# LGA Corporate Peer Challenge – Progress Review

Royal Borough of Windsor and  
Maidenhead

20<sup>th</sup> October 2022

Feedback



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# 1. Introduction

The council undertook an LGA Corporate Peer Challenge (CPC) during January 2022 and promptly published the full report with an action plan.

The progress review is an integral part of the Corporate Peer Challenge process. Taking place approximately nine months after the council published the CPC action plan, it is designed to provide space for the council's senior leadership to:

- Update peers on the early progress made and to receive feedback on this including how the action plan aligns to the CPC's recommendations
- Consider peer's reflections on any new opportunities or challenges that may have arisen since the peer team were 'on-site' including any further support needs
- Discuss any early impact or learning from the progress made to date

The LGA would like to thank the Royal Borough of Windsor and Maidenhead for their commitment to sector led improvement. This review was the next step in an ongoing, open and close relationship that the council has with LGA sector support.

## 2. Summary of the approach

The progress review at Royal Borough of Windsor and Maidenhead took place remotely on October 20<sup>th</sup> 2022 over three hours and additional discussion with the outgoing Chief Executive and leaders of the main opposition parties.

The progress review focussed on each of the recommendations from the Corporate Peer Challenge, under the following theme headings:

### **Local Priorities and Outcomes**

**Recommendation 1:** Prioritise embedding the Corporate Plan across the Council and establish a new performance framework which links service plans and priorities to budget and risks over the medium term.

### **Financial Management**

**Recommendation 2:** Refresh the Medium- Term Financial Strategy (MTFS) with stronger links to the savings made by the Transformation Strategy and underpinned by the creation of a Transformation Fund to deliver the benefits needed. The first priority of the strategy should be to improve the customer experience.

### **Governance and Culture**

- **Recommendation 3:** Establish a Member development programme, including a

new induction package for May 2023 which aligns to the strategic priorities of the Royal Borough. Group Leaders need to be fully involved in developing the programme to ensure ongoing member participation, throughout the term of office.

- **Recommendation 4:** Put in place stronger support for member casework that provides consistency and timeliness of response across all council functions. This will help members to carry out their ward work more efficiently and maintain residents' confidence that their issues are being dealt with.
- **Recommendation 5:** Review the current model of scrutiny committees. There are currently 4 scrutiny panels and one health scrutiny panel. It may be better for the committees to be more closely aligned to the priorities in the Corporate Plan and service delivery arrangements covering people, place and corporate functions.
- **Recommendation 6:** Revisit the terms of reference and remit of the joint Health Overview and Scrutiny Committee for East Berkshire as part of the establishment of the ICS.
- **Recommendation 7:** Review Cabinet portfolios so that they are re-balanced across people, place and corporate functions to enable more capacity to influence at a sub-regional and national level alongside local place leadership responsibilities.
- **Recommendation 8:** Develop a clear and consistent framework on the role and governance of the arms-length Council entities including Optalis, AFC and the Property Company. Shareholder responsibilities should be separated from those of the strategic client.

### **Organisation and Place Leadership**

- **Recommendation 9:** Develop a localism strategy with town and parish councils and community groups which promotes greater subsidiarity of decision making and thus enabling RBWM to be more strategic.
- **Recommendation 10:** Take advantage of the 25th anniversary of being a unitary council to work with the Youth Council and partners to set out a new 25-year vision for the Royal Borough.
- **Recommendation 11:** Once the improvement plan for the Planning function is in place and beginning to have an impact, consider a peer review of the Planning Service to drive continuous improvement in 2023/24 and beyond

For this progress review, the following members of the original CPC team were involved:

- Kate Kennally – Lead Peer
- Councillor David Renard – Member Peer
- Tim Ryder – Officer Peer
- Gill Elliott - Peer Challenge Manager, Local Government Association

The peer team met virtually via MS Teams over the course of 3 hours with the following representatives from the council:

- Councillor Andrew Johnson – Leader of the Council
- Councillor Samantha Rayner – Deputy Leader of the Council
- Adele Taylor - Executive Director of Resources
- Emma Duncan - Monitoring Officer and Director of Governance, Law, Strategy & Public Health
- Kevin McDaniel - Executive Director of People Services
- Andrew Durrant - Executive Director of Place Services
- Rebecca Hatch - Head of Strategy

### 3. Progress Review - Feedback

The peer team was pleased to see evidence of good progress against all the corporate peer challenge recommendations. We noted that overall, there was a greater feeling of confidence in the Council to take decisions. In particular, the decision to accept the peer team's recommendation that the portfolio of Children, Adults and Public Health should be divided, had taken political bravery. A number of other legacy issues which have been challenging for the Borough have also been addressed since the CPC. These include the redevelopment of the golf course site in Maidenhead and the adoption of the Borough Local Plan. We saw examples of strong place leadership by RBWM in pan Berkshire discussions, positive engagement in investment zones as well as levels of resident trust and satisfaction in the Council that are above LGA benchmarks. The peer team also acknowledged the key role that the Council had played in the funeral of the late Queen Elizabeth II and the considerable burden that this had placed on Council resources. There was evidence that Members' behaviour has improved, with fewer complaints from residents and less problems apparent on social media.

The team's view is that the focus now needs to be on embedding the changes so that they are "hard wired" into the DNA of the Council and lead to demonstrable improvement. This is particularly important in light of the changes at executive officer level. The team were concerned about the realism of some of the financial assumptions underpinning the MTFs, such as the proposed rates of pay under local negotiations. They would urge the Council to continue to link performance, budget and risk through the prism of corporate plan goals with an outcomes-based approach. Other areas for further consideration by the Council are the sustainability of the arrangements for people services following on from the creation of an Executive Director covering People Services during 2022. The Chief Executive with the Executive Director for People Services should undertake a test of assurance on the scope and remit of the joint role covering the DASS and DCS in order to inform the Council's review of its delivering arrangement for children services with Achieving for Children. RBWM currently has an interim Chief executive and will shortly be recruiting for a permanent holder of the post. We suggest that the interim Chief Executive Officer (CEO) could usefully bring new perspectives to the Pan Berkshire work from other Combined Authority areas to support the pan Berkshire work on devolution, helping build on RWBM's proactive leadership in this area. This might in turn help to attract a new

CEO. We feel that it will be important for the Council to keep engaging with the LGA, perhaps having some further bespoke leadership support post elections. This would help to ensure that the changes and progress made around culture are not lost in the future. Post-election there will be a need to restart the work on community governance to maximise opportunities for local devolution of assets and services.

It should also be acknowledged in this review that opposition members were less than positive about the Council's progress on the CPC recommendations. Whilst they see the changes to member committees and training as positive steps they also said that there is more to do on scrutiny, member culture, parish and town councils and the MTFs.

## **Local Priorities and Outcomes**

The CPC's first recommendation was that the Council should prioritise embedding the Corporate Plan across the Council and establishing a new performance framework linking service plans and priorities to budget and risks over the medium term. The Council reported that it has strengthened the alignment between the Corporate Plan and the MTFs with resourcing decisions being linked to the Plan's priorities and objectives and business planning and budget setting being brought more closely together. As an immediate step, it is developing Directorate-level Plans, which include performance, finance and risk and using these as a core document for the 2023-24 budgeting decision process. The Council's 2022 Residents Survey has been undertaken and published. The findings have set the baseline for some of Corporate Plan goals and will provide evidence to inform the annual refresh of Corporate Plan's priorities, as well as wider service and policy design. A new approach to performance management has also been driven forward based on delivery against Corporate Plan priorities. Key achievements reported by the council include:

- Launch of a new Citizens Portal, in April 2022. This shares performance information against all 50 Corporate Plan goals, to enable greater transparency and accountability on the council's performance and progress. The Portal is updated with new data monthly and provides the public facing layer of the new performance framework.
- Corporate Overview & Scrutiny have taken on overarching responsibility for reviewing council performance – assessing quarterly performance reports on an exception basis.
- A new Performance and Risk Management Board was set up in May, to provide a safe space and increased focus on performance among the senior leadership.
- The new performance approach has been set out clearly in a Performance Management handbook, alongside a capacity building programme which is being initiated with staff.

The peer team recognise that good progress has been made and agree with the Council that there is

more to do to align budget and risks with priorities in the context of a constrained economic environment.

## **Financial Management**

The peer team's second recommendation was that the Council should refresh its' Medium-Term Financial Strategy (MTFS) with stronger links to the savings made by the Transformation Strategy and underpinned by the creation of a Transformation Fund to deliver the benefits needed. It added that the first priority of the Transformation Strategy should be to improve the customer experience. The Council confirmed that the MTFS had been refreshed and agreed by Council in September 2022. However, due to the significant changes to the economic environment since the CPC in January 2022, the Council's focus was on the immediate issues of inflation, interest rate rises and the need for sound financial management. This was to be achieved by introducing more grip and rigour into budget management processes. The Council confirmed that it still has in year budget pressures with a budget gap but that it expected that these would be successfully managed and there were contingencies in place to achieve this.

The Council reported that it had made good progress on aligning the budget and risks with priorities although there was more to do. The peer team concluded that it was indeed very close to "stitching together" an outcome-based budget, priorities and risks. Further alignment was needed between the finance and performance dashboards and that work needed to be completed in time for the new administration in May 2023. For the Council a key factor of its MTFS going forward would be demand management in key services. Discussions were taking place with Health colleagues to develop this approach.

We understand that the Transformation service has been restructured to bring corporate transformation into the Resources Directorate, alongside IT, Digital and customer services. The intention is that the recent alignment of these key services together will be able to drive forward customer transformation in a more cohesive way and through the development of a new customer strategy, underpinned by the digital journey. Rather than create a specific and separate transformation fund as recommended by peers, the Council is currently considering through its budget setting process, those areas to invest in that will lead to actions around demand management, the use of technology to improve both efficiency and customer experience with a view to reconsidering the need for a fund over the medium term as the transformation strategy develops. Whatever approach is taken, there must be flexibility to allow an "invest to save" approach where there are clear and measurable service improvements and financial savings to be made.

The peer team were concerned that local pay increases being modelled in next year's budget were only at 2% compared to national pay negotiations considering around 6%. This could be detrimental to staff recruitment and retention in an already tight employment environment. The Council agreed that it is off the pace on locally negotiated pay. It was meeting the Trade Unions soon to discuss the issue, but the pay award would come down to affordability. The draft budget will model more scenarios e.g. around levels of council tax subject to Government policy on referendum caps.

## **Governance and Culture**



Under this theme the peer team made six recommendations. These covered:

- Establishing a Member development programme, including a new induction package for May 2023 which aligns to the strategic priorities of the Royal Borough.
- Putting in place stronger support for member casework that provides consistency and timeliness of response across all council functions.
- Reviewing the current model of scrutiny committees to make them more closely aligned to the priorities in the Corporate Plan and service delivery arrangements.
- Revisiting the terms of reference and remit of the joint Health Overview and Scrutiny Committee for East Berkshire as part of the establishment of the ICS.
- Reviewing Cabinet portfolios so that they are re-balanced across people, place and corporate functions to enable more capacity to influence at a sub-regional and national level alongside local place leadership responsibilities.
- Developing a clear and consistent framework on the role and governance of the arms-length Council entities including Optalis, AFC and the Property Company.

The Council confirmed that all the recommendations under this theme had been progressed. Regarding a new Induction process for Members, it had established an officer working group, which had met, to engage with all the Group Leaders in the development of the new Member Induction Programme to follow the elections in May 2023. Funding for this was being considered as part of the budget process for next year. Group Leaders had given a clear steer to include sessions focussed on the culture and values of the Council and to support any new Cabinet Members in the administration. A proposed programme to cover the period following the election was in draft and due to be discussed with Group Leaders later in the year. A continuous development programme should then be drafted to continue throughout the four-year term.

The Council has reviewed how Member queries are dealt with and has restructured the Corporate Teams to allow focus on Member Support through the funding of a caseworker (currently subject of a growth bid for 23/24). This should see an improvement in response times to Member queries. It has also evaluated a number of different software support packages after a trial earlier in the year and will be implementing Caseworker.gov to provide additional support, tracking and oversight which again, should aid Members and the Council in managing queries.

In terms of the Overview and Scrutiny function of the Council, the Panels have been reconstituted in line with the Peer Review recommendations. The Council has also benefited from a bespoke support package offered by the LGA through the Centre for Governance and Scrutiny. The first session with Chairs of the Panels has taken place and the next planned is planned for November. The Council acknowledge that this is a work in progress as cultural behaviour was embedded and difficult to change but is determined to keep the focus up in key corporate governance, financial and cross cutting priority areas such as transformation and equalities. This will be embedded in the improvement journey through a resourced Corporate Improvement Plan to build on the work done through the Peer

Review.

After giving considerable thought to the issue the Council had agreed to split the Adults, Public Health and Children's portfolio into two roles. One for Adults and Public Health and one for Children.

The Joint Health Overview and Scrutiny Committee is being reviewed with colleagues in public health to reflect the footprint of the Integrated Care Board (ICB).

The Council said that the role and governance of the arms-length companies will be the subject of work through the Annual Governance Statement this year, to ensure that the governance arrangements are sufficiently robust and transparent.

In terms of the culture of the organisation work is underway to strengthen the approach to equalities, and to embed equalities considerations more effectively across the organisation. A new, more outwards-focused set of equality objectives has been developed and will be incorporated into the refresh of the Corporate Plan in January 2023. Key topics include the cost of living, Early Years and Disability and Accessibility. The approach to Equality Impact assessments (EQIAs) has been strengthened. A new form has been drafted and is currently being piloted in a number of areas. An evidence grid is being drafted to support officers to take a more evidence-based approach to equality considerations. Corporate Overview and Scrutiny will monitor and review the progress on equalities work going forwards. New draft equality and diversity objectives are currently being discussed with the corporate team and Overview and Scrutiny and through the Induction Programme post May 2023. The Council reported some improvement in member culture and behaviour with fewer complaints and social media problems. The issue is being addressed with Group Leaders. The peer team commented that there have been significant improvements in the culture and behaviour of members since 2016. There was more to do but there was an opportunity to ensure that progress continues after the next set of elections. The Council said that it was part of the "Be a Councillor" campaign to increase councillor diversity. Hybrid working was encouraging a broader range of people to take up the role of councillor. The Council was also upgrading its IT in the council chamber to enable better remote working and involve residents more in Council meetings.

### **Organisation and Place Leadership**

The peer team recommended that the Council needed to develop a localism strategy with town and parish councils and community groups which could promote greater subsidiarity of decision making and enable RBWM to be more strategic.

The Council reported that the Corporate Plan has recognised the need to improve the way in which it engages with residents and invest in listening, learning and working in partnership. The plan includes a commitment to build stronger trust and relationships with communities; to develop stronger, more community-centric ways of working; and to empower and enable community-led action. It said that progress had been made on developing community relationships over the past six months, for example through its response to the Cost of Living increases, where it has brought together community and council-led support into a targeted campaign -'Here to Help' – communicated through

the VCS and community partners. We heard that it is also working with both community and health partners on the delivery of support to residents who are struggling, through the Household Support Fund and a 'Warm Spaces' network. Relationships with Frimley Integrated Care System (ICS) have been strengthened. The Council are facilitating 'World Cafes' in every ward, in partnership with the ICS, to generate community-led solutions to identified problems, which could then be allocated seed funding through the Innovation Fund. The Council believe that these community-based activities have helped to take forward its' Place Leadership role at a more strategic level. A new Head of Service role has been created to lead partnerships with the VCS and Health and a new Equalities and Community Engagement officer started in May and is leading the development of a strengthened approach to engagement. The next step is to bring this work together into a strategy for community engagement and partnership working. This is currently in development.

The peer team heard that relationships with parishes are being strengthened through the Parish Liaison Forum. Conversations had taken place with the 14 individual parishes, to identify whether they could provide any services such as grounds management. Parishes are also playing an active role in the World Cafes project and in supporting residents on the cost of living. The peer team were told that a consultation about establishing a town council for Windsor has been undertaken but only 3% of residents responded. Consequently, the Council felt that it did not have a mandate to proceed with this at present, although there was scope to re-run the consultation in the future. It is the view of the peer team that RBWM should pursue the parish and town council agenda more forcefully as part of the council's longer-term approach to financial sustainability and acting as a strategic place leader.

The peer team reminded the Council that in January it had described the organisation as a unitary authority with a district council mentality with regard to place leadership. The challenge then to the Council was to be more ambitious and act on a larger scale. One key to this would be the Borough Local Plan which was due to be adopted in February 2022. The Plan has been adopted and the peer team acknowledge that this was a considerable achievement for the Council. The Council recognises that its Place offer has been under-utilised and under leveraged due to a lack of resources on regeneration and economic development. However, it believes that it has demonstrated a greater level of ambition to lead placemaking, although there was more to do. Evidence of increased place leadership include partnership working with neighbouring authorities, for example pan Berkshire working groups on key themes such as growth, climate, housing, transport and skills and with placemaking leads. The Local Enterprise Partnership (LEP) are a key part of this work but are not the driving force. The Council is involved in bidding for investment zones and infrastructure funding bids. It wants to play a key role in developing Berkshire through the tourism and pharmaceutical sector as well as a future Berkshire skills academy for film and TV.

The Council agree that it still needs to carve out its own unique selling point and be more ambitious. It sees huge placemaking scope around Windsor and its heritage with potential to make it a future destination town for major events. The funeral of her Majesty the Queen had shown Windsor to the world and generated great interest in the town. Work on developing the vision for Windsor has started with a two-day workshop with stakeholders and key partners. A tourism partnership board has been

established which included Legoland and the Crown Estate working together with the council to rebrand Windsor as a tourist destination. It was also working on disability access and raising skills and employment levels in the hospitality sector. In Maidenhead the station redevelopment and other regeneration in the town was progressing well. The golf club site would see 2,600 new homes with additional space for businesses and possibly an Investment Zone. £18m of infrastructure was going into the site part funded by the developers. In Ascot the High Street project was connecting key partners with parish and ward councillors all working together.

Under recommendation 10 peers suggested that RBWM should take advantage of the 25th anniversary of being a unitary council in 2023 to work with the Youth Council and partners to set out a new 25-year vision for the Royal Borough. We were pleased to be told that the Youth Council has been engaged and has agreed to undertake a piece of work in partnership with Council. The Youth Council will report back the end of the calendar year.

Under recommendation 11 peers asked the Council to consider a peer review of its planning service once the improvement plan for the Planning function is in place and beginning to have an impact. During the progress meeting we were advised that the Planning Service Improvement Plan is now operational and subject to monthly and quarterly review. A Peer Review of the Planning service is likely to be scheduled for 2023/24.

## 4. Final thoughts and next steps

The LGA would like to thank the Royal Borough of Windsor and Maidenhead for undertaking an LGA CPC progress review.

We appreciate that senior managerial and political leadership will want to reflect on these findings and suggestions in order to determine how the organisation wishes to take things forward.

Under the umbrella of LGA sector-led improvement, there is an on-going offer of support to councils. The LGA is well placed to provide additional support, advice and guidance on a number of the areas identified for development and improvement and we would be happy to discuss this.

Mona Sehgal (Principal Adviser) is the main point of contact between the authority and the Local Government Association (LGA) and her e-mail address is [mona.sehgal@local.gov.uk](mailto:mona.sehgal@local.gov.uk)

# ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

## EQUALITY IMPACT ASSESSMENT

### EqIA : LGA Corporate Peer Challenge - Action Plan Progress

#### Essential information

Items to be assessed: (please mark 'x')

Strategy		Policy		Plan		Project		Service/Procedure	
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Responsible officer	Emma Duncan,	Service area	Strategy	Directorate	Law, Strategy & Public Heath
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<b>Stage 1: EqIA Screening (mandatory)</b>	Date created: 20/12/2022	<b>Stage 2 : Full assessment (if applicable)</b>	Date created : n/a
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Approved by Head of Service / Overseeing group/body / Project Sponsor:

*"I am satisfied that an equality impact has been undertaken adequately."*

Signed by (print): E Duncan

Dated: 20/12/22

# ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

## EQUALITY IMPACT ASSESSMENT

### EqlA : LGA Corporate Peer Challenge - Action Plan Progress

#### Guidance notes

##### What is an EqlA and why do we need to do it?

The Equality Act 2010 places a 'General Duty' on all public bodies to have 'due regard' to:

- Eliminating discrimination, harassment and victimisation and any other conduct prohibited under the Act.
- Advancing equality of opportunity between those with 'protected characteristics' and those without them.
- Fostering good relations between those with 'protected characteristics' and those without them.

EqlAs are a systematic way of taking equal opportunities into consideration when making a decision, and should be conducted when there is a new or reviewed strategy, policy, plan, project, service or procedure in order to determine whether there will likely be a detrimental and/or disproportionate impact on particular groups, including those within the workforce and customer/public groups. All completed EqlA Screenings are required to be publicly available on the council's website once they have been signed off by the relevant Head of Service or Strategic/Policy/Operational Group or Project Sponsor.

##### What are the "protected characteristics" under the law?

The following are protected characteristics under the Equality Act 2010: age; disability (including physical, learning and mental health conditions); gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; sexual orientation.

##### What's the process for conducting an EqlA?

The process for conducting an EqlA is set out at the end of this document. In brief, a Screening Assessment should be conducted for every new or reviewed strategy, policy, plan, project, service or procedure and the outcome of the Screening Assessment will indicate whether a Full Assessment should be undertaken.

##### Openness and transparency

RBWM has a 'Specific Duty' to publish information about people affected by our policies and practices. Your completed assessment should be sent to the Strategy & Performance Team for publication to the RBWM website once it has been signed off by the relevant manager, and/or Strategic, Policy, or Operational Group. If your proposals are being made to Cabinet or any other Committee, please append a copy of your completed Screening or Full Assessment to your report.

##### Enforcement

Judicial review of an authority can be taken by any person, including the Equality and Human Rights Commission (EHRC) or a group of people, with an interest, in respect of alleged failure to comply with the general equality duty. Only the EHRC can enforce the specific duties. A failure to comply with the specific duties may however be used as evidence of a failure to comply with the general duty.

# ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

## EQUALITY IMPACT ASSESSMENT

### EqIA : LGA Corporate Peer Challenge - Action Plan Progress

#### 1.1 What is the overall aim of your proposed strategy/policy/project etc and what are its key objectives?

##### **LGA Corporate Peer Challenge: Action Plan Progress**

The Royal Borough invited the LGA into the council to conduct a Corporate Peer Challenge review in January 2022, in order to provide an external assessment of its progress, and recommendations for further improvement. Their assessment and recommendations were set out in the LGA Corporate Peer Challenge Feedback Report. Cabinet considered the recommendations in March 2022 and agreed to accept the 11 recommendations subject to minor amendments and agreed to the preparation of an Action Plan. This report updates Members on the progress to date following a return visit by the Recommendations with particular relevance to the Equalities have been summarised below although these do not form part of the recommendation for this report and have been included for completeness:

##### **Recommendation1**

Prioritise embedding the Corporate Plan across the Council and the establishment of a new performance framework which links service plans and priorities to budget and risks over the medium term.

- The Corporate Plan contains a cross-cutting commitment to reducing inequalities and a range of specific goals focused on improving outcomes for people with protected characteristics. The council is currently revising its Equality objectives and undertaking an ambitious research project to strengthen our understanding of inequalities and disadvantage in the Borough. Revised equality objectives will be included in a refresh of the Corporate Plan by the end of 2022. This reflects feedback from the CPC Review team to strengthen our approach to Equalities, Diversity and Inclusion.

##### **Recommendation 3**

Establish a Member development programme, including a new induction package for May 2023 which aligns to the strategic priorities of the Royal Borough. Group Leaders need to be fully involved in developing the programme to ensure ongoing member participation, throughout the term of office.

- The Member development programme will include specific training on Equalities, Diversity and Inclusion.

# ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

## EQUALITY IMPACT ASSESSMENT

### EqIA : LGA Corporate Peer Challenge - Action Plan Progress

#### **Recommendation 5**

Review the current model of scrutiny committees. There are currently 4 scrutiny panels and one county-wide health scrutiny. It may be better for the committees to be more closely aligned to the priorities in the Corporate Plan and service delivery arrangements covering people, place and corporate functions.

- Corporate Overview & Scrutiny will review progress on strengthening the council's approach to Equalities.

#### **Recommendation 9**

Develop a localism strategy with town and parish councils and community groups which promotes greater subsidiarity of decision making and thus enabling RBWM to be more strategic.

- Development of the strategy includes strengthening engagement with a range of groups representing the views and interests of groups with protected characteristics.

#### **Recommendation 10**

Take advantage of the 25th anniversary of being a unitary council to work with the Youth Council and partners to set out a new 25-year vision for the Royal Borough.

- The development of the vision, strengthens engagement with our Youth Council and ensures that young people's views and priorities are reflected within the council's long term vision.

#### **Stage 1 : Screening (Mandatory)**

**1.2 What evidence is available to suggest that your proposal could have an impact on people (including staff and customers) with protected characteristics? Consider each of the protected characteristics in turn and identify whether your proposal is Relevant or Not Relevant to that characteristic. If Relevant, please assess the level of impact as either High / Medium / Low and whether the impact is Positive (i.e. contributes to promoting equality or improving relations within an equality group) or Negative (i.e. could disadvantage them). Please document your evidence for each assessment you make, including a justification of why you may have identified the proposal as "Not Relevant".**



# ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

## EQUALITY IMPACT ASSESSMENT

### EqIA : LGA Corporate Peer Challenge - Action Plan Progress

Protected characteristics	Relevance	Level	Positive/negative	Evidence
<b>All protected characteristics</b>	Relevant		Positive	<i>Increased focus on equality, diversity and inclusion across the council, through embedding of the Corporate Plan, Member induction, and strengthened engagement with stakeholder groups.</i>
<b>Age</b>	Not relevant		Positive	<i>Youth Council leading on the development of the 25 Year Vision, enhancing youth engagement and voice in the borough's vision and priority setting.</i>
<b>Disability</b>	Not relevant			
<b>Gender re-assignment</b>	Not relevant			
<b>Marriage/civil partnership</b>	Not relevant			
<b>Pregnancy and maternity</b>	Not relevant			
<b>Race</b>	Not relevant			
<b>Religion and belief</b>	Not relevant			
<b>Sex</b>	Not relevant			
<b>Sexual orientation</b>	Not relevant			

**Outcome, action and public reporting**

# ROYAL BOROUGH OF WINDSOR AND MAIDENHEAD

## EQUALITY IMPACT ASSESSMENT

### EqIA : LGA Corporate Peer Challenge - Action Plan Progress

Screening Assessment Outcome	Yes / No / Not at this stage	Further Action Required / Action to be taken	Responsible Officer and / or Lead Strategic Group	Timescale for Resolution of negative impact / Delivery of positive impact
Was a significant level of negative impact identified?	No			
Does the strategy, policy, plan etc require amendment to have a positive impact?	No			

If you answered **yes** to either / both of the questions above a Full Assessment is advisable and so please proceed to Stage 2. If you answered “No” or “Not at this Stage” to either / both of the questions above please consider any next steps that may be taken (e.g. monitor future impacts as part of implementation, re-screen the project at its next delivery milestone etc).

06

## WORK PROGRAMME - CORPORATE OVERVIEW AND SCRUTINY PANEL

<b>EXECUTIVE DIRECTORS</b>	<ul style="list-style-type: none"> <li>• Tony Reeves (Interim Chief Executive)</li> <li>• Adele Taylor (Executive Director of Resources and S151 Officer)</li> <li>• Emma Duncan (Monitoring Officer and Director of Law and Governance)</li> <li>• Andrew Durrant (Executive Director of Place)</li> <li>• Kevin McDaniel (Executive Director of People)</li> </ul>
<b>LINK OFFICERS &amp; HEADS OF SERVICES</b>	<ul style="list-style-type: none"> <li>• Elaine Browne (Head of Law and Governance)</li> <li>• Nikki Craig (Head of HR, Corporate Projects and IT)</li> <li>• Andrew Vallance (Head of Finance and Deputy S151 Officer)</li> </ul>

### MEETING: 3<sup>rd</sup> APRIL 2023

ITEM	RESPONSIBLE OFFICER
Corporate Plan 2021-26 Performance Report	<b>Rebecca Hatch</b> , <i>Head of Strategy</i>
Work Programme	<b>Mark Beeley</b> , <i>Democratic Services Officer</i>

### ITEMS SUGGESTED BUT NOT YET PROGRAMMED

ITEM	COMMENTS
Resident Scrutiny Suggestion – Physical separation of resident services & library services	<i>Suggested by a resident – report will be considered by the Panel in 2023.</i>

[Terms of Reference for the Corporate Overview and Scrutiny Panel](#)

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