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| Report Title: | Budget Preparation 2018/19 |
| Contains Confidential or Exempt Information? | NO - Part I |
| Member reporting: | Councillor Saunders, Lead Member for Finance |
| Meeting and Date: | Cabinet 23 November 2017 |
| Responsible Officer(s): | Russell O'Keefe - Executive Director |
| Wards affected: | All |

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REPORT SUMMARY

The RBWM budget for 2018-19 will support the council's work to create a borough where everyone can enjoy living, working and nurturing their futures and their family.

The financial climate in local government remains tough and the demands on the council have increased, but RBWM is ready over the next 10 years to deliver more investment in schools, highways, leisure and community facilities to support draft Borough Local Plan.

Many councils are having to cut or close services but through sound management and careful investment this council will be able to protect and enhance its services for local people.

This is because:

- Our new partnerships this year have sustained our Adult, Children's and Highway services;
- The Adult Social Care Levies in the last two years have so far fully supported the rising cost of caring for a growing number of our elderly residents;
- Investment this year and next in more capacity across our schools, parking and leisure facilities will continue to support the draft Borough Local Plan and accelerate regeneration, particularly in Maidenhead.

Responsible decisions are necessary to ensure prudent management of public money and to balance the needs of our residents, council taxpayers and staff:

- Next year's costs are under pressure with a significant rise in inflation.
- Low interest rates along with other factors have reduced the Pension Fund's returns and require additional payments next year to meet our obligations to current and past staff;
- Increasing resident needs next year will be offset by our continuing efforts to deliver better for less with targeted reductions in operating costs;
- Fees and charges for a wide range of services will be increased by no more than inflation.

Overall, the net positive cash projections over the next 10 years reflect the Council's prudent and innovative approach to development in Maidenhead.

1 DETAILS OF RECOMMENDATION(S)

RECOMMENDATION: That cabinet

- i) Notes the report and progress made towards building the 2018/19 budget.
- ii) Approves the 2018/19 schools capital programme detailed in paragraph 4.6 and appendix D.

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

- 2.1 A decision is required on the schools capital programme to enable the procurement process to be completed in a timely manner.

3 KEY IMPLICATIONS

- 3.1 The budget is expected on 22 November 2017 with the provisional local government financial settlement announced in December 2017 and finalised by the end of February 2018.
- 3.2 A full set of documents (report and all appendices) has been prepared and will be distributed, in advance of Cabinet, to the Corporate Services Overview and Scrutiny Panel for their meeting on 22 November 2017. The Chairman of the panel has offered an open invitation to members to join this meeting.

4 LEGAL IMPLICATIONS

- 4.1 The Local Government Act 2003 requires the Chief Financial Officer (Deputy Director and Head of Finance) to report to Members as part of the budget setting process, on setting the level of council tax, the robustness of the budget presented and the adequacy of reserves.

5 RISK MANAGEMENT

- 5.1 The financial elements of items put forward in the budget preparation report are subject to change and changes will be reported to both Cabinet and Council as part of the budget setting process in February 2018.

6 POTENTIAL IMPACTS

- 6.1 None at this stage.

7 CONSULTATION

- 7.1 To include:
 - Comments from the relevant Overview and Scrutiny Panels. Comments will be reported to Cabinet'

8 TIMETABLE FOR IMPLEMENTATION

Table 1: Implementation timetable

| Date | Details |
|------------------|--------------------------------|
| 8 February 2018 | Budget report to Cabinet |
| 20 February 2018 | Budget setting at full Council |

9 APPENDICES

9.1 Appendices to this report are as follows;

- Appendix A – Corporate Services O&SP only
- Appendix B – Savings proposals
- Appendix C – Proposed fees and charges
- Appendix D – Schools capital programme Children’s Services and Corporate O&SPs only.
- Appendix E – Proposed draft capital programme
- Appendix F – Corporate Services O&SP only
- Appendix G – Corporate Services O&SP only

The relevant parts of Appendices B,C, D and E have been sent to all O&SPs. Some panels will not receive some of the appendices. For example, if there are no relevant fees and charges, the panel will not receive appendix C.

10 BACKGROUND DOCUMENTS

10.1 Budget report – Council

11 CONSULTATION (MANDATORY)

| Name of consultee | Post held | Date sent | Commented & returned |
|-------------------|--------------------------------------|-----------|----------------------|
| Councillor Rankin | Deputy Lead Member for Finance | 20/10/07 | |
| Alison Alexander | Managing Director | 17/10/07 | 17/10/17 |
| Russell O’Keefe | Executive Director | 17/10/07 | |
| Andy Jeffs | Executive Director | 17/10/07 | |
| Terry Baldwin | Head of HR | 17/10/07 | |
| Mary Kilner | Head of Law and Governance | 17/10/07 | |
| Louisa Dean | Communications and Marketing Manager | 17/10/07 | |

REPORT HISTORY

| | |
|---|----------------------------|
| Decision type: For information | Urgency item? No |
| Report Author: Rob Stubbs, Deputy Director and Head of Finance – Telephone 01628 796222 | |

| Council Savings Summary 2018-19 | | | | |
|--|--------------------|---------------------|----------------|--------------------------|
| Description / Budget | Scrutiny Panel | Responsible Officer | Lead Member | Income or saving £000 |
| | | | | |
| Planning and Development | | | | |
| 1 Increased planning fees through reviewing and revising the pre-application charging process. | Planning & Housing | Russell O'Keefe | Cllr Coppinger | 50 |
| Total for Culture and Communities O&SP | | | | 50 |
| | | | | |
| Total for other O&SPs | | | | 4061 |
| | | | | |
| Total Council Savings | | | | 4111 |

Place Directorate 2018/19

PLANNING AND HOUSING SCRUTINY PANEL

PLANNING & DEVELOPMENT

% Increase

2018/19

2017/18

BUILDING CONTROL

Fees set by Shared Service

%

£

£

PLANNING

Pre-Application Advice (Including VAT)

The fees for pre-application planning advice are charged on the Planning Unit's Pre-Application Charging Protocol and charged on an individual cost basis relating to the different types of staff required. Schemes subject to a Planning Performance Agreement would be considered outside of this schedule with a bespoke fee arrangement. Charges for using the transport model are in addition to those set out below and will be agreed prior to instruction. Charges for review of viability studies also sit outside of this and will be agreed on a case by case basis

| | | | |
|--|------|-----|-----|
| Householder-Extensions, Alterations and Outbuildings | 2.1% | 143 | 140 |
| Local community groups | 2.8% | 73 | 71 |
| Advertisements | 2.1% | 143 | 140 |
| Telecommunications | 2.2% | 330 | 323 |
| Listed buildings - internal alterations to single houses or local community groups | 2.1% | 143 | 140 |
| Listed buildings - extensions where planning permission not required | 2.1% | 143 | 140 |

Residential

| | | | |
|---------------|------|-------|-------|
| 1 unit | 2.5% | 290 | 283 |
| 2-5 units | 2.2% | 506 | 495 |
| 6-9 units | 2.3% | 813 | 795 |
| 10-24 units | 2.3% | 1,074 | 1,050 |
| 25-49 units | 2.3% | 2,558 | 2,500 |
| 50-99 units | 2.3% | 5,355 | 5,235 |
| 100-149 units | 2.3% | 7,382 | 7,216 |
| 150+ units | 2.3% | 9,490 | 9,277 |

Non-residential

| | | | |
|---------------------------------|------|-------|-------|
| Less than 200 sq. m. floorspace | 2.2% | 506 | 495 |
| 200-999 sq. m. floorspace | 2.3% | 946 | 925 |
| 1,000-1,999 sq. m. floorspace | 2.3% | 1,977 | 1,933 |
| 2,000-4,999 sq. m. floorspace | 2.3% | 3,114 | 3,044 |
| 5,000-9,999 sq. m. floorspace | 2.3% | 5,355 | 5,235 |
| 10,000+ sq. m. floorspace | 2.3% | 7,382 | 7,216 |

All forms of development where service available: case officer up to principal planner

Contact team manager-quote

| | | | |
|---|--------------|--------|--------|
| Minerals / waste proposals | 2.1% | 221 | 216.50 |
| Listed Buildings - other internal alterations | Hourly Rates | 263.50 | 257.50 |
| Specialist Advice - trees, highways and ecology | Hourly Rates | 263.50 | 257.50 |
| Attendance of Head of Service / Director at meeting | Hourly Rates | 332.00 | 324.50 |

Requests for confirmation of compliance with an Enforcement Notice, Breach of Condition Notice or other similar Notice under the Planning Acts

2.5% 207

202

Requests to withdraw an extant Enforcement Notice, Breach of Condition Notice or other similar Notice under the Planning Acts

2.5% 207

202

Planning History Search excl. VAT

- Householder per application 3.4% 30 29

- All other cases per application 2.1% 97 95

Planning decisions and related documents

£1.50 for A4 1st page/40p per sheet thereafter

Variable

Retrieval and copying from Archive of Planning Documents

25% of application fee

25% of application fee

Administration fee for checking validity of a planning application

On Request - bespoke charge dependent on application requirement

New Charge

Use of RBWM Transport Model data by Developers

Trees and High Hedges

| | | | | |
|---|---------|------|-----|-----|
| Pre application fees for Tree TPO works | min fee | 2.1% | 143 | 140 |
| High Hedges Complaints | | 2.3% | 712 | 696 |
| TPO Copy of | per TPO | 3.4% | 30 | 29 |

S106 Management, Maintenance, Compliance & Monitoring

| | | | |
|--|------|-------------|-------------|
| Major applications - non-refundable charge | 2.2% | 774 | 757 |
| Minor and Other applications - non-refundable charge | 2.3% | 396 | 387 |
| Discharge of non-financial obligations (e.g. Landscape Plans, Woodland Management Plans) | 1.9% | 105 | 103 |
| Monitoring of non-financial S106 Obligations | 2.5% | 207 | 202 |
| Monitoring & Management of Viability appraisals for development | | Hourly Rate | Hourly Rate |
| Confirmation that the obligations of a S106 legal agreement have been discharged (Note: Charges for Checking & monitoring Travel Plans refer to Highway Charges) | 2.1% | 147 | 144 |

Legal fees S106 Bilateral - hourly rates

per hour

2.0%

101

99

Legal fees S106 unilateral undertakings (including proforma):-

Legal checking fees - Dependent on complexity

2.3% £1,128 min, thereafter £101 per hr

£1,103 min thereafter £99 per hour

Legal fees S106 Deed of Variation

2.3% £373 min, thereafter £101 per hr

£365 min thereafter £99 per hour

Legal Fees S111 Agreement (SANG mitigation)

2.3% £520 min, thereafter £101 per hr

£509 min thereafter £99 per hour

Strategic Access Management Monitoring

| | | | |
|-----------------------|------|-------|-------|
| Bedsit/1 bed dwelling | 0.0% | 435 | 435 |
| 2 bed dwelling | 0.0% | 575 | 575 |
| 3 bed dwelling | 0.0% | 776 | 776 |
| 4 bed dwelling | 0.0% | 883 | 883 |
| 5+ bed dwelling | 0.0% | 1,150 | 1,150 |

Suitable Alternative Natural Greenspace - Provision/Maintenance

| | | | |
|-----------------------|------|--------|--------|
| Bedsit/1 bed dwelling | 2.3% | 7,537 | 7,368 |
| 2 bed dwelling | 2.3% | 8,224 | 8,039 |
| 3 bed dwelling | 2.3% | 9,150 | 8,944 |
| 4 bed dwelling | 2.3% | 9,634 | 9,417 |
| 5+ bed dwelling | 2.3% | 10,857 | 10,613 |

| Capital Bids 2018-19 | | | | | | 2018-19 Income(£k) | | | | | Revenue | | | | |
|----------------------|----------|--|-------------|-----------|--|-----------------------|------|-------|-------|-------|---------|---------|--------------------------|--------------------|-----------------------|
| No. | Ref no | Scheme Name | Directorate | Ward | Description | Proposed Costs(£k) | S106 | Grant | Other | NET | Cost | Savings | Lead Member Agreed | Lead Officer | Scrutiny Panel |
| 1 | CB002482 | Joint minerals and Waste Plan | Place | | Joint Minerals and Waste Plan - anticipate costs will be spread equally over next 3 years. We are committed to production of this as part of the RBWM Local Development Scheme, to support local planning in the Borough. Total cost represents median quote (work will be commissioned) | 20.0 | 0.0 | 0.0 | 0.0 | 20.0 | 0.0 | 0.0 | Cllr Coppinger | Jenifer Jackson | Planning & Housing |
| 2 | CB002712 | Borough Local Plan - Stage 2: (Submission) | Place | All Wards | Stage 2: Closure of R19 (27 Sept) through to final SUBMISSION | 380.0 | 0.0 | 0.0 | 0.0 | 380.0 | 0.0 | 0.0 | Cllr Coppinger | Jenifer Jackson | Planning & Housing |
| 3 | CB002717 | Planning Service Transformation Programme | Place | All Wards | The transformation plan is being finalised and will drive the next phase of improvement. It sits alongside the service plan and sets out the work to be done over the next year to elevate the service to higher performance in terms of speed of decision making alongside key objectives around achieving high quality development which retains local distinctiveness and delivers on the policies in the emerging BLP and in Neighbourhood Plans. This fits with the Council Corporate Plan. | 120.0 | 0.0 | 0.0 | 0.0 | 120.0 | 0.0 | 0.0 | Cllr Coppinger | Jenifer Jackson | Planning & Housing |
| 4 | CB002710 | Neighbourhood Planning - large scale consultations / exams / referendums 18/19 | Place | All Wards | Original budgets based on government contribution of £25k per NP to cover Exam/Ref costs (once referendum date set). This has been reduced to £20k. (see 'notes' for further detail) | 150.0 | 0.0 | 50.0 | 0.0 | 100.0 | 0.0 | 0.0 | Cllr Coppinger | Jenifer Jackson | Planning & Housing |
| 5 | CB002706 | Planning Policy-Evidence base updates (ongoing programme) | Place | All Wards | Required, ongoing work programme in conjunction with consultancy based providers e.g. SHMA, HELAA, Monitoring including AMR/Housing flow etc | 20.0 | 0.0 | 0.0 | 0.0 | 20.0 | 0.0 | 0.0 | Cllr Coppinger | Jenifer Jackson | Planning & Housing |
| 6 | CB002698 | Conservation Area Appraisals 18/19 | Place | | Conservation Area Appraisals Areas to be programmed over 3 years based on priority criteria (i.e. no appraisal in place/appraisal requires updating) | 20.0 | 0.0 | 0.0 | 0.0 | 20.0 | 0.0 | 0.0 | Cllr Coppinger | Jenifer Jackson | Planning & Housing |
| TOTAL | | | | | | 710 | - | 50 | - | 660 | | | | | |

| Capital Bids 2018-19 - Borough Local Plan & Infrastructure Delivery Plan | | | | | | 2018-19 Income(£k) | | | | | Revenue | | Lead Member Agreed | Lead Officer | Scrutiny Panel |
|--|------------|---|-------------|-----------|---|-----------------------|------|-------|-------|-------|---------|---------|--------------------------|-----------------|--------------------|
| No. | Ref no | Scheme Name | Directorate | Ward | Description | Proposed Costs(£k) | S106 | Grant | Other | NET | Cost | Savings | | | |
| | 1 CB002707 | Infrastructure Delivery Programme (including CIL and application for grant funding) | Place | All Wards | Infrastructure Delivery Programme 18/19. Rolling updating of IDP; Review of CIL post Autumn budget statement; new regulation 123 list; SPD. Production of business case | 300.0 | 0.0 | 0.0 | 0.0 | 300.0 | 0.0 | 0.0 | Cllr Coppinger | Jenifer Jackson | Planning & Housing |
| | | TOTAL | | | | 300 | - | - | - | 300 | - | - | | | |