

THE COUNCIL'S BUDGET: GENERAL FUND REVENUE BUDGET AND CAPITAL PROGRAMME 2011/12

Cabinet Member	Councillor Jonathan Bianco
Cabinet Portfolio	Finance, Property and Business Services
Officer Contact	Christopher Neale, Director of Finance & Business Services Paul Whaymand, Deputy Director Finance & Business Services
Papers with report	Appendices 1 to 12

HEADLINE INFORMATION

Purpose of report	<p>The report sets out the Cabinet's proposals for the Council's General Fund revenue budget and capital programme for 2011/12. It includes indicative projections for the following three years.</p> <p>The revenue budget proposals have been developed to deliver a zero increase in Council Tax for the third successive year for all residents and for the fifth year for the over 65's. They also provide for priority growth of £1.8m, whilst maintaining balances and reserves at over £12m.</p> <p>The revenue budget proposals result in a complete freeze on Council Tax at 2010/11 levels. This is because both the Greater London Authority (GLA) and Council precepts are frozen.</p> <p>The capital programme for 2011/12 proposed in this report includes total investment of £193m over the next 4 years with £93.8m in 2011/12.</p> <p>Cabinet are requested to recommend their budget proposals to full Council on 24 February 2011. This is in order to formally set the General Fund revenue budget, capital programme and Council Tax for the 2011/12 financial year.</p>
Contribution to our plans and strategies	<p>The revenue budget and capital programme together form the financial plan for the Council for the 2011/12 financial year and contain the funding strategy for delivering the Council's objectives. They also provide the funding strategy for the Council's goals for Hillingdon as a whole in the Sustainable Community Strategy.</p>
Financial Cost	<p>Zero increase in Council Tax for the third successive year for all residents.</p>
Relevant Policy Overview Committee	<p>Corporate Services and Partnerships Policy Overview Committee Education and Children's Services Policy Overview Committee Residents' and Environment Services Policy Overview Committee Social Services, Health and Housing Policy Overview Committee</p>

Ward(s) affected	All
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RECOMMENDATIONS:

That Cabinet approves for recommendation to Council:

- 1. The General Fund revenue budget proposals for 2011/12 summarised at Appendix 1, including the detailed budget changes contained at Appendices 2 to 7;**
- 2. The proposed fees and charges included at Appendix 8;**
- 3. The capital programme set out at Appendix 9;**
- 4. The Treasury Management Strategy Statement, Annual Investment Strategy and Minimum Revenue Provision Statement for 2011/12 to 2013/14 as detailed in Appendix 11;**
- 5. That Cabinet notes the Corporate Director of Finance & Business Services' comments regarding his responsibilities under the Local Government Act 2003.**
- 6. That Cabinet recommends to Council (as set out in Schedule C of the Constitution - Budget and Policy Framework Procedure Rules) that it resolves that Cabinet may utilise the general reserves or balances during the MTFF financial years 2011/12 to 2014/15 in respect of those functions which have been reserved to the Cabinet in Article 7 of the Constitution.**

SUMMARY

The budget proposals included in this report represent Cabinet's budget strategy for 2011/12 and beyond. The revenue budget proposals have been developed to deliver a freeze in Council Tax for 2011/12. They seek to do this whilst maintaining balances and reserves above £12m.

The budget strategy has been delivered through a rigorous focus on identifying savings and efficiencies across the Council. This has been done through the Business Improvement Delivery Programme and monitored in conjunction with the Leader of the Council throughout the budget process.

The main challenge in delivering a balanced budget for 2011/12 was in the development of significant savings of over £26m, more than double the £10.3m required in 2010/11. Those savings proposals have been developed as a result of the in-year challenge of responding to a £3.6m government grant cut to funding in 2010/11 and a real reduction of £11.6m in income from Government Formula Grant in 2011/12.

The savings proposals are centred on more efficient delivery methods and implementing the new Council operating model, rather than service reductions. They also focus on core services and on not creating new pressures by providing services no longer funded by Central government, but instead seeking to avoid local impact as far as possible by new ways of working.

Total savings amount to over £26m, with £8.5m in Adult Social Care Health and Housing, £3.8m in Central Services, £5.7m in Education & Children's Services, £4.9m in Planning, Environment & Community Services, £2m in services previously funded by central government Area Based Grant and £1.2m of other savings. Full details of the proposals are contained in Appendix 7.

The identification of £26.2 m of savings for 2011/12 has allowed the budget proposals to absorb £7.4m of service pressures and the provision of a £11.8m contingency. The key issues arise from demographic pressures, uncertainty over future employer pension contribution increases and the continuing pressure from a reduction in DWP funding.

The budget also allows for the inclusion of £1.8m of new priority growth, in addition to £0.9m carried forward from 2010/11, giving a total of £2.7m to support the delivery of Cabinet's objectives for the Administration. New growth commitments included in the proposed revenue budget for 2011/12 are:

- Enhancement of the Careline and Telecareline service (£700k)
- Investment in Highways Maintenance (£500k)
- Support to Music and Arts (£175k)
- Staffing for new Youth centres (£131k)
- Investment in an obesity strategy through sport and exercise (£80k)
- Enhancement of the Town Centre Improvement Team (£80k)
- Extension of libraries opening hours (£10k – taking the total to £75k)
- Hayes Carnival (£35k)

Out of the total of £2.7m, a sum of £1m remains unallocated for further priority growth initiatives during the financial year. In addition, the draft budget continues to include revenue funding of £0.5m for further HIP Initiatives.

The report also includes the General Fund fees and charges recommendations for 2011/12. Discretionary fees and charges for certain services to Hillingdon residents have been frozen at the current level alongside Council Tax.

The capital programme for 2011/12 proposed by Cabinet and indicative allocations for the following three years are presented in this report. The draft capital programme over four years contains investment of £192.6m with £93.8m in 2011/12.

This capital programme includes funding for schools projects of £36.4m; 3 major self financing development projects which will be funded from the sale of residential units and on-going lease income, built alongside community facilities; the continuation of the libraries refurbishment programme; the next phase of the improvements to the Highgrove Pool leisure facilities; and several smaller improvement projects.

Additionally, the capital programme provides over £15m of funding for key ongoing programmes including £2m investment in Environmental assets, £1.2m in Highways and further significant sums in the Chrysalis programme, road safety, the Leader's Older Peoples Initiative, the upgrade of local town centres, and the ICT single development plan.

The report also includes the Treasury Management Strategy Statement, Annual Investment Strategy and Minimum Revenue Provision Statement for 2011/12, including the Prudential Indicators. Each of these items is recommended by Cabinet for approval by full Council.

Legal Considerations

The Corporate Director of Finance & Business Services has a duty under the Local Government Act 2003 to comment on the robustness of the budget for the coming year and the adequacy of the Council's reserves. These duties are exercised in this report. The Corporate Director of Finance & Business Services has recommended that an appropriate level of unallocated balances for the authority is in the range from £12m to £24m. As described in the report, unallocated balances have been maintained well above £12m throughout the current year and are forecast to be in excess of £15m at the year end. They will remain in excess of the £12m as a result of the budget recommendations in this report. The budget also contains a Development and Risk Contingency of £10.7m over and above unallocated balances of £15m.

INFORMATION

Reasons for recommendations

The recommendations have been framed to comply with the Budget and Policy Framework rules. They allow the presentation to Council of recommended budgets for 2011/12. This includes the impact on the Council Tax and housing rents, service charges and allowances.

Cabinet should give full consideration to the Corporate Director of Finance & Business Services' comments under the Local Government Act 2003, and the need to ensure sufficient resources are available in balances and contingencies in the event of any significant adverse changes in the Council's funding environment.

The Council has powers only to approve revenue budgets and set Council Tax for the following financial year. Medium term revenue budgets are presented to aid future financial planning and support good decision-making. However, they are not formally approved in setting the budget. The Capital Programme is approved over a three-year period as the statutory framework provides greater freedoms under the Prudential Code to encourage a longer term approach to capital financing and borrowing decisions.

Council will be requested to approve the proposals put forward by Cabinet. If approved without further amendment they will be effective immediately.

Alternative options considered / risk management

Growth proposals included in the budget could be removed and either the Council Tax requirement reduced or alternative items substituted for them. Similarly, further items could be added to the budget requirement either through additional growth, increased provision for risk, or by reducing the package of savings. The Council Tax could then be increased accordingly within the constraints imposed by the Government's capping regime and the loss of the Council Tax freeze grant of £2.7m. A change in the budget requirement of £0.9 m either way (increase or decrease) will result in an increase or decrease of 1.0% in the level of the Council Tax.

Members could decide to add or remove new capital schemes from the draft capital programme included in this report. The funding for any additional new schemes would necessarily come from unsupported borrowing in the first instance. This would have a consequential upward impact on the revenue budget requirement and Council Tax.

Members could decide to vary the proposed fees and charges outlined at Appendix 8. Any decision to do so could have an impact on the budget requirement. This would need to be reflected in the budget to be recommended to Council.

The Development and Risk Contingency identified the key risks and uncertain items for which provision is contained with the revenue budget. Reduction of this provision is not recommended. This would otherwise increase the likelihood of unfunded pressures emerging into budget monitoring in the 2011/12 financial year. The capital programme also includes a contingency sum to manage financial risk on key schemes. In addition, unallocated balances are held within the range recommended by the Corporate Director of Finance & Business Services. Whilst further contributions from balances could be made, any reduction in balances to below the lower limit of this range are not recommended.

Comments of Policy Overview Committee(s)

Each of the Policy Overview Committees has received reports setting out the draft revenue budget and capital programme proposals relevant to their remit. These were approved by Cabinet on 16 December 2010 for consultation at the January 2011 round of meetings.

Each service Policy Overview Committee referred their comments on to the Corporate Services and Partnerships Policy Overview Committee on 9 February 2011. The Committee's comments to Cabinet are contained in Appendix 12.

Supporting Information

Background

- 1 This is the second report to Cabinet on the budget proposals for 2011/12 and beyond. The previous report presented to Cabinet on 16 December 2010 set out the Medium Term Financial Forecast (MTFF). Draft revenue budget and capital programme proposals were approved then for consultation with Policy Overview Committees and other stakeholders.
- 2 This report updates the earlier December Cabinet report for known changes. It sets out the Cabinet's General Fund revenue budget and capital programme for 2011/12, with medium term projections for three years beyond next year. The Council does not have the power to set budgets more than one year in advance. However, the inclusion of medium term figures helps to demonstrate the ongoing impact of the budget proposals. It also provides context for the budget decisions proposed.
- 3 The report includes Prudential Indicators for 2011/12 to 2013/14. These show the impact of the Council's capital spending plans, included in the Treasury Management Strategy Statement, Annual Investment Strategy and Minimum Revenue Provision Statement for 2011/12, at Appendix 11.
- 4 The Corporate Director of Finance & Business Services' duty, under the Local Government Act 2003, to consider the adequacy of the Council's reserves and robustness of the estimates, is exercised within this report.

GENERAL FUND REVENUE BUDGET

Changes since Report to Cabinet on 16 December 2010

- 5 The table below summarises the changes to the recommended budget proposals from the report considered by Cabinet on 16 December 2010. Each of the items is considered in more detail in the following section.

Table 1: Changes to Revenue Proposals since Cabinet on 16 December 2010

	Amount 2011/121 (£000s)
Clarification of government grants and funding	(197)
Increase in priority growth	1,455
Reductions in pressures	(1,100)
Additions to contingency	2,108
Additional Savings proposals and amendments	(2,680)
Net Change	(414)

6 Clarification of government grants

The December report was based on an estimate of the reduction in central government funding. The final settlement was published on 31 January and as a result funding has been clarified in several areas. Total grant funding in relation to services previously funded by formula grant, area based grant and specific grants has decreased by £58k from our December estimate. This includes the final formula grant settlement which was £14k greater than the original consultation sum advised in December. Additional movements in funding have arisen from a new Lead Local Flood Authority grant of £127k being introduced and a £128k increase in the estimate for the New Homes Bonus. In total central government funding has therefore improved by £197k from that assumed in the December budget report.

7 Increase in Priority Growth Proposals

Additional proposals for priority growth have now been included in the draft budget: £700k for an enhancement to the existing careline and telecareline services; £500k for Highways maintenance; £80k to enhance the Town Centre Improvement Team; and £175k to support music & arts.

8 Reductions in Pressures

Following the finalisation of the London West Waste budget, the overall pressure on the West Waste levy has reduced by £850k in 2011/12. This was largely due to pressure led by this Council for the application of balances arising from underspends in the current and previous years as well as for better savings plans. Also the ongoing management action in Adult Social Care to start to cap and reduce the increased trend in demographic pressures is now forecast to have an impact in 2011/12 and as a result the forecast pressure has decreased by £250k.

9 Additions to Contingency

Whilst the above reductions in pressures resulted in a reduction in contingency, there has been an overall increase in contingency since the December report due to several issues. It was announced that the Carbon Reduction Commitment would impact in 2011/12, a year earlier than planned (£460k); a new contingency is proposed to cover any High Speed 2 challenge (£100k); an additional HIP contingency is proposed to pump prime future BID transformation work (£400k); the responsibilities in relation to flood defence are yet to be clarified necessitating the creation of a contingency (£50k); and continuing adverse movements in current year monitoring suggest the need for an increase in the Development Control contingency (£40k). £1,058k has also been included as a contingency against the delivery on new savings targets on grant funded income in ECS and ASCH&H.

10 New and revised savings proposals

Work on the development and refinement of savings proposals for 2011/12 and beyond is continuing, resulting in several changes for 2011/12 to those reported in December.

- In ASCH&H a new saving in relation to the First Time Buyer's Initiative of £250k has been proposed to reflect the slow down in property purchases and a 5% savings target of £439k against new unringfenced grant income.
- In Central Services there are further proposals in Business Services of £360k, additional Learning & Development savings of £50k, and savings from an initial review of the Housing Fraud Investigation team of £40k.
- In ECS additional savings are proposed through the Connexions service of £370k and a 5% savings target of £619k against new unringfenced grant income. There is also a proposal to decommission the Music Service as it is currently configured and remove the Council subsidy. The Council subsidy of £474k on direct costs and £737k when overheads are taken into account cannot be justified in the current economic climate. There is also a degree of uncertainty over grant funding going forward which if reduced would increase the Council subsidy further. This proposal will deliver £323k in 2011/12 and £474k in a full year, although redundancy costs will limit the savings in 2011/12. There are proposals included in priority growth to invest up to £175k in support to music and arts.
- In PECS the 30 minute free-parking for non-residents has been retained (-£63k) and a saving of £238k has resulted from the time limited growth re Community Police Officers put into the budget in 2009/10 falling out. Alternative funding for this service going forward has been found from LAA reward grant and other base budget.
- Other general savings proposals include £350k (£450k in a full year) from further BID restructuring, £300k from a proposal to capitalise equipment, the removal of the saving from Members' Allowances (-£40k), the re-instatement of the credit crunch contingency of (-£75k) for 2011/12, and other minor adjustments of £37k.

Budget Requirement 2011/12

- 11 The movement between the current 2010/11 year's budget and the draft budget requirement for 2011/12 is summarised in Table 2 below. Further detail on each of the lines in the table is set out in subsequent sections of the report. A more detailed summary of the MTFE over the full 4 year period is attached in Appendix 1.

Table 2: Budget Requirement 2011/12

	Budget (£000s)
Budget Requirement 2010/11	194,194
Non Formula Grant reductions	10,091
Inflation	1,980
Corporate Items	4,548
Service Pressures	7,369
Contingency	1,026
Priority Growth	1,776
Savings	-26,238
Budget Requirement 2011/12	194,746
Funding Sources	
Council Tax	108,870
Government Formula Grant (estimated)	85,876
Total Resources	194,746
- adjustment to Budget Requirement definition	
Council Tax Freeze Grant	-2,765
New Homes Bonus	-1,848
Revised Net Budget Requirement 2011/12	190,133

Inflation

- 12 The core inflationary cost increase in the draft budget for 2011/12 is £1.98m. This represents a decrease of £4m compared to earlier projections contained in the budget report to Cabinet and Council in February 2010.
- 13 This reduction is due to the fact that this year has seen a pay freeze for Local Government staff and the CSR set out a proposed freeze for a further 2 years. In addition the Council has not provided for inflation on most non-salary items unless there is an unavoidable contractual increase. However, officers are challenging what is deemed unavoidable through negotiation with suppliers. Increases of 2.5% have been applied to fees & charges income budgets and increases of 1.5% have been applied for adult's and children's services care placements, with zero increases for all other non-contractual expenditure and income budgets.
- 14 Table 3 below sets out the general inflation rates applied to specific budget lines.

Table 3: Inflation

Category	Rate (%)	2011/12 (£000s)
Employees' Pay	Zero	0
Premises Costs	1.5%	330
Transport Costs	Zero	0
Care Placements	1.5%	860
Contracts with unavoidable inflation increases	Contractual %	790
Other Supplies and Services	0	0
Rents and Other Income	Zero	0
Total		1,980
* Fees and Charges	2.5%	-580

* included in the savings schedules

Corporate Items

- 15 This heading is used to describe items that affect the Council overall, or have a significant impact on the majority of service groups within the authority. A net increase in budget of £4.6m in 2011/12 is required to cover these items which are shown in summary in table 4 below and in greater detail in Appendix 2. Details on the contributions from balances are included later in the report.

Table 4: Corporate Items

Corporate Items	Amount 2011/12 (£000s)
Additional capital programme financing provision	1,000
Capital programme financing costs	-400
Local Area Agreement Reward Grant - falling out	2,586
LABGI / Housing and Planning Delivery Grant – falling out	500
Contributions from balances	-293
Concessionary Fares Levy	735
National Insurance Contributions Increase	420
Total	4,548

- 16 The budget for 2011/12 includes provision of a £2m revenue fund for financing future capital investment requirements such as the Primary Capital Programme (PCP). £1m of this is already in the 2010/11 budget and a further £1m will be added in 2011/12. The budget also incorporates a reduction of £0.4m in capital financing costs as a result of debt refinancing, MRP analysis and capital programme rephasing.
- 17 Reward grant from the 2007 Local Area Agreement (LAA) is due in March 2011 following a claim submitted in December 2010. In February 2010 the Council budgeted to receive £3m of revenue LAA reward grant as a one off in 2010/11 and to pay revenue reward grant to partners profiled as £0.6m in 2010/11, £0.6m in 2011/12 and £0.14m in 2012/13. The Government announced in June 2010 that reward grant would be reduced by 50%. The MTFF for 2011/12 reflects the gross budgeted grant of £3m falling out and also reflects revised payment sums and profiles to partners which results in a £2.6m net adjustment to the 2011/12 budget.
- 18 The Government has only committed to the Local Authorities Business Growth Incentives (LABGI) scheme and to Housing and Planning Delivery Grant (HPDG) up to the end of 2010/11. The MTFF reflects that these funding streams will not continue beyond that date. However, the budget does include £1.8m in the PECS budget in relation to a new reward grant called the New Homes Bonus. This bonus incentivises building locally by match funding the additional Council Tax for new homes and properties brought into use for 6 years after being built. Funding of £196m is being set aside nationally in 2011/12 with £250m for each of the following 3 years.
- 19 Following the consultation on the Concessionary Fares levy on the distribution method between London authorities, and the impact of TfL withdrawing from the 5 year deal on funding the Freedom Pass, the impact on Hillingdon is an increase in costs of around £0.7m. The total cost of the Freedom pass levy to Hillingdon is £7,712k.

- 20 Employers NI costs are estimated to increase by £0.4m next year as a result of the Government increasing the employers NI rate and changing the threshold levels after which NI becomes payable.

Service Pressures

- 21 The identification of all service pressures, thereby reducing the likelihood of unexpected overspends within the financial year, is one of the key objectives of the strategic budgeting process. Failure to identify a pressure over which there is little or no control is likely to result in a need to take corrective action that may have an impact on services.
- 22 Groups have continued to review their pressures to reduce the level of these items to a minimum. Table 5 sets out pressures identified by Groups totalling £7.4m for 2011/12. These items are set out in more detail in Appendix 3.

Table 5: Service pressures

Service Pressures	Pressure 2011/12 (£000s)
Adult Social Care demographic pressure	+1,250
Increase in Transitional Children	+2,546
SEN transport demographic pressure	+350
Waste Disposal Levy	+1,300
Local land charges income	+720
Reduction in DWP funding	+800
Golf Course income	+303
Corporate Landlord	+100
Total	+7,369

- 23 The demographic pressure in Adult Social Care, as reported in current year monitoring, is primarily due to increased placements into residential care. Whilst management action to start to cap and reduce this adverse trend is underway, there remains a base budget pressure of at least £1.2m. An additional £4m is also provided for in contingency.
- 24 The latest projections for Transitional Children moving through to Adult Services demonstrate an increasing trend on service demand causing an ongoing service pressure of £2.5m. This represents the cost of clients that have already transferred and are an actual current cost to ASCH&H. A further £1.2m is being provided for within contingency to cover the estimated costs of clients likely to transfer during the next year.
- 25 A service pressure of £0.35m exists in relation to SEN transport. The most significant driver of this pressure is from increased demand and the need to transport several clients out of the borough. Work is continuing on improving the procurement of such transport which has helped offset part of the demographic increases however a £0.35m pressure remains.
- 26 The latest projections for the West Waste levy indicate a requirement of £1.3m to be added to the base budget. However, this is £228k lower than the contingency provided

for the current financial year. This saving is due to an improved outturn for 2009/10 due to lower waste volumes than expected which has continued into the current year and action led by this Council for West London Waste to use unnecessary reserves and make savings.

- 27 Following a change in the regulations that forced Land Charges to be run on a cost recovery only basis, there has been a shortfall of £0.7m in income. This has been covered by contingency to date but now needs to be transferred to a service pressure as it is not downturn related but rather relates to the change in regulations.
- 28 Changes to the funding regime for homelessness were reported to Cabinet and Council in February 2010 when the pressure was quantified as £6m. £5.2m was added to the 2010/11 budget with the remaining £0.8m being held in contingency.
- 29 An ongoing service pressure on the golf course income budget resulted from the change in operator in 2006. The new contract set the income at £0.38m, but the budgeted income remained at £0.64m, resulting in a pressure of £0.26m. In addition, there is a pressure of £0.04m in relation to the shortfall of income from Stockley Park.
- 30 Ongoing pressures within the Corporate Landlord function have necessitated that £100k previously held in contingency be recognised as a service pressure within the budget.

Development and Risk Contingency

- 31 The Development and Risk Contingency provides for resources within the revenue budget. These are unallocated at the beginning of the year, but can be applied to issues as they arise during the year. The contingency is therefore used to budget for items where the probability or value of items is uncertain at the beginning of the year. This approach is a key aspect of the Council's Reserves and Balances Strategy.
- 32 There have been a few changes to the profile of risks that need to be covered in the Development and Risk Contingency, since the report to Cabinet on 16 December 2010. There is an improving position in two areas, namely the improving trend projection on Adult Social Care demographics and the reduction in the previously forecast increase in the waste disposal levy, both discussed in the section above.
- 33 However, this has been offset by a worsening position in other areas. The contingency included in 2012/13 for the Carbon Reduction Commitment has been brought forward by one year following a government announcement of changes to the effective date of the scheme. New responsibilities in relation to flood defence measures have yet to be clarified and so a contingency of £0.05m is now included. Similarly a contingency of £0.1m has been included to cover any potential challenge against the High Speed 2 rail link. Further contingencies to offset the delivery of savings targets on grant income of £1,058 and £0.4m to cover potential pump priming of BID initiatives have also been added.
- 34 The draft Development and Risk Contingency is set out in Appendix 4. Items with a total potential risk outturn of £16.8m are included in the contingency for 2011/12. When the probability of occurrence is applied to these amounts, the total for which funding would need to be provided stands at £11.8m.

Priority Growth

- 35 Provision has been made in the budget strategy for £1.8m of new priority growth. Within this provision is an allocation of £700k to enhance the existing Careline and Telecareline services. This proposal is an integral part of an overall approach that prioritises individuals' ability to live in the community. The objectives of TeleCareLine are to: sustain independence and prevent hospital admissions; improve hospital discharge and the transfer of care; improve the quality of life for clients and their carers; and result in the delay and lower levels of admission to long-term residential or nursing home care.
- 36 Also included in priority growth is the full year effect of the funding for new Young people's centres; a new allocation of £500k for Highways maintenance; £80k for sport and leisure in relation to public health issues; £10k to fund the full year effect of increased library opening hours; and £35k for the Hayes Carnival. The Hayes Carnival has previously been funded from other surpluses in the budget within PECS. However BID will delete these surpluses and if the Council is to continue with the Hayes Carnival, Cabinet will have to allocate a specific budget for the purpose. Further growth allocations have been included of £80k to enhance the town centre improvement team, £175k to support Music and Arts in the borough, and £500k for Highways Maintenance.
- 37 These items are described further at Appendix 5. There is £935k of unspent priority growth brought forward from 2010/11 and this is being made up to £1m which will bring the total resource available to fund new initiatives to £2.7m.

Savings

- 38 The savings proposed in the draft budget for 2011/12 total £26.2m. These are shown in detail in Appendices 6 and 7 and in summary in the table below.

Table 6: Savings Proposals

Savings Proposals	Saving 2011/12 (£000s)
Adult Social Care, Health & Housing	8,540
Central Services	3,802
Education & Children's Services	5,674
Planning, Environment & Community Services	4,912
Other Savings options	1,254
ABG and unringfenced grant savings	2,056
Total Savings Proposals	26,238

- 39 The savings proposals contained within this draft budget have been developed through the HIP Business Improvement Delivery programme (BID), the Council's response to the projected budget savings requirement of around £66m over the next four year period. A target operating model for the Council was established and all Groups are in the process of moving towards this model in the various proposals set out in the MTFF. This includes transfers to the Contact Centre and the implementation of agreed operating models for all common functions.
- 40 As explained in the report to Council in February 2010, the BID programme was developed through a themed approach, with 3 workstreams. These were aimed at

delivering successively more in-depth reviews of how council services and working methods could be re-engineered. The themed approach continued over the early part of the 2011/12 budget cycle. The various workstreams developed a programme of projects to revise ways of working and to develop savings proposals. Additional MTFF work within groups and corporately was also initiated to focus on mitigating key pressures in the MTFF. Over the summer, the workstream approach to BID was transitioned into a Group based approach and specific targets were allocated to each Group.

- 41 The savings proposals currently developed total £26.2m for 2011/12. The total savings figure for each group is net of the redundancy costs contained within their package of proposals. Group savings proposals also include savings generated through the council wide expenditure review that was coordinated by Corporate Procurement over the last few months. A summary of the approach taken in each group to the development of their savings proposals is given below.

Adult Social Care, Health & Housing

- 42 In developing their savings proposals, ASCH&H took the opportunity to develop a new strategic model, which gave specific focus to a 'core offer' of services which it deemed essential. As part of this process they identified 4 key priorities, allowing them to develop a thematic approach to their savings proposals of prevention, reablement, ongoing support provided in-house, and ongoing support provided externally. In addition savings proposals on a new common operating model and on fees and charges were developed. Savings of £8.5m in 2011/12 have been identified and details of these savings are included in appendix 7a.

Central Services

- 43 The range of services within Central Services in a large part forms the basis of the support services to the rest of the council. Each service has undergone a review of their structure and purpose and this has led to the development of a range of savings proposals. In addition the transfer of several functions into the new Business Services function has identified opportunities for better ways of working and generation of income. Savings of £3.8m in 2011/12 have been identified and details of these savings are included in appendix 7b.

Education and Children's Services

- 44 ECS has also taken the opportunity to completely rethink how it delivers its overall service to Hillingdon's children and young people. It has applied a phased approach to developing a 'core offer' (statutory) for services deemed essential, backed by an 'additional offer' (preventative) of services which support the core services, as many of the core services do not, on their own, ensure child safety. Savings proposals have been developed on a service basis. The initial phase 1 proposals focus on the immediate efficiency savings from the reorganisation of the group based on the 'core offer' model. Phase 2 will focus on the development of a new operating model for ECS services. Savings of £5.7m in 2011/12 have been identified and details of these savings are included in appendix 7c.

Planning, Environment and Community Services

- 45 The initial approach to the delivery of savings within PECS has been largely driven by the delivery of efficiencies through the merger of the former 2 groups of PCS and ECP. The creation of 4 new services within the combined group has enabled large scale reorganisation, restructuring and removal of duplication. Additionally the opportunity is being taken to question the need for services and the method of service delivery in all areas. Several opportunities exist within the group to review the scale of fees and charges and several proposals have been developed on this theme. Once the new services are operational, focus will shift to rolling out the Council's operating model and further savings proposals will be developed. Savings of £4.9m in 2011/12 have been identified and details of these savings are included in appendix 7d.

Other Savings Options

- 46 There are a range of other corporate savings totalling £1.3m which are detailed in appendix 7e.

Area Based Grant

- 47 In June 2010, the coalition government announced a range of in year grant reductions, which included an ongoing reduction in Area Based Grant of £1.8m. ABG is now an unringfenced general grant, which is built into the ongoing base budget of the Council. Prior to the removal of the ringfence it was provided for specific purposes. All Groups have reviewed the specific services where this funding had originally been allocated and have identified £2m in savings. Appendix 7f attached gives a breakdown of these savings.

Fees and Charges

- 48 The Council is empowered to seek income from fees and charges to service users across a wide range of activities. Some of these fees and charges are set by the Government or other stakeholders, but many others are set at the discretion of the Council, based on Cabinet's recommendations.
- 49 The MTFE includes an inflation assumption of 2.5% and an associated increase in income of £0.5m. However this increase is not uniform across all fees and charges. Certain fees such as meals on wheels and parking for residents have been frozen. In addition there are proposals for targeted above inflation increases in certain fees and charges where they impact primarily on non-residents or where we are out of line with neighbouring Boroughs. The increase in the VAT rate by 2.5% to 20% had an impact on some fees and charges that attract VAT, and as a result those charges were increased from 1 February 2011 to avoid a net loss of income to the Council. Charges for Leisure facilities related to the VAT increase came into effect on 1 January 2011.
- 50 Schedules detailing the proposals relating to fees and charges for 2010/11 are attached at Appendix 8.

Central Government Grant

- 51 The Local Government Finance Settlement for 2011/12 and 2012/13 was announced on 31 January 2011 and ratified in Parliament on 9 February 2011. The final settlement

was broadly in line with the assumptions contained within the draft budget report to Cabinet in December.

- 52 The settlement only covered the next two years, 2011/12 and 2012/13. A total review of local government finance is due to commence in early 2011 and the outcome of this review will inform the final two years of the four year settlement period.
- 53 The headline figures presented by central government were based on change in 'spending power' between 2010/11 and 2011/12. For Hillingdon this was -3.11% which was on the face of it better than many authorities. However, when the detail is analysed the settlement is much more severe than it first appears. The 3.11% reduction is on 'spending power' which includes Council Tax income which for Hillingdon is £109m, so that immediately doubles the effective percentage cut. The 3.11% is also net of the £2.8m Council Tax freeze grant which can only be spent on freezing Council Tax and £2.7m NHS funding to support Social Care and benefit health which has certain strings attached.
- 54 In reality, formula grant was cut by £11.2m (11.6%) in 2011/12 and a further £7.4m in 2012/13 (8.6%), equating to just over 20% in 2 years. £0.4m of the new Formula Grant settlement relates to the transfer of government grant funding from TfL in relation for concessionary fares, the effective cut is therefore £11.6m in 2011/12.
- 55 In the detail of this settlement, Hillingdon lost £4m through damping to support authorities below the floor, and without this damping our cut in grant would have been 7.5% in 2011/12. Also formula grant has been top sliced to fund academies irrespective of whether authorities have them.
- 56 The new grant funding for Social Care provided through PCT budgets is not straightforward. Although it is new money within the PCT, created by government transferring money from NHS capital to NHS revenue, local authorities will need to agree with the PCT how this funding should be best used to support social care services. The Hillingdon funding of £2.7m will be delivered through a S256 agreement with the PCT which will identify the initiatives on which this funding will be used.
- 57 As expected, the payment of a new Council Tax freeze grant was confirmed to enable Council Tax to be frozen. The grant is equivalent to what a 2.5% increase in Council Tax would generate in income. Councils are free to increase Council Tax above 2.5% although they would not qualify for the grant if they did so. The proposed level of this grant is £2.7m, £8k more than was assumed in the December Cabinet report.
- 58 A number of other grants, mainly Education grants that were previously either specific grants in Education or in ABG, have been transferred into a new Early Intervention Grant. However, the grants that transferred into this grant have been cut by £1m in 2011/12. This is in addition to the £1.8m cut in ABG made in 2010/11, as the base for the settlement figures is post 2010/11 in-year cuts. In addition, for grants transferring out of ABG or specific grants into RSG, an element has have been lost in damping, equating to £0.4m. Other new grants and their 2011/12 value are: an unringfenced grant for Preventing Homelessness for £0.5m; a Home Office Grant for £0.3m; and a local Flood Authority grant for £0.1m.
- 59 The proposed methodology for rewarding authorities for creating new homes through the New Homes bonus grant is currently out to consultation. Using the figures on the

DCLG website Hillingdon would receive a payment of £1.84m in 2011/12. This is £1.34m more than was assumed in the December Cabinet report. However, DCLG have put a minimal figure (£250m) into what will become a growing cumulative cost over the 6 years period over which the scheme runs. The deficit in future years has been top sliced from the settlement.

- 60 The overall impact of the settlement on grant funding is detailed on Appendix 1. As most of the limited number of grants that the authority will receive going forward are unringfenced it has been agreed to budget for all these grants corporately rather than in Group budgets. This way any changes in grant funding will be fully transparent and in effect all Council Services will become base budget funded and can be treated equally in the MTFF process.

Balances and Reserves

- 61 The MTFF strategy is to maintain balances long term at a level of no lower than £12m. This is also within the recommended range advised by the Corporate Director of Finance & Business Services. The original budget strategy for 2011/12 included a proposed drawdown from balances of £1.5m.
- 62 The projected unallocated balances and reserves are forecast in the Month 9 budget monitoring report to be £16.5m as at 31 March 2011. However, this assumes that the £1m of priority growth and the £0.5m HIP contingency will be spent in full which is unlikely and does not include the £2.5m Icelandic Impairment.
- 63 In addition, there are still a number of outstanding issues to be resolved with central government that may mitigate the £2.5m impairment.
- The government is still considering the Council's application in respect of capitalising redundancy costs. The government has already agreed other authorities redundancy capitalisation bids at 38% of the sum requested. If they do the same for Hillingdon then this would enable the capitalisation of up to £1m of redundancy costs in the current year and improve balances by an equivalent sum.
 - The government is also considering an application in respect of capitalising £1.8m of abortive BS21 costs. This will be considered under the special circumstances criteria under which they have already rejected Hillingdon's Icelandic impairment capitalisation bid.
 - The Council has asked central government to pay the LAA reward grant as 100% revenue grant rather than 50% revenue/50% capital or failing that as high a % as possible in revenue grant. If agreed, this would increase revenue balances by £1.8m.
- 64 The worst case scenario is that the government rejects all 3 applications and if this were the case then balances at the year end would be around £15.1m after absorbing the impact of the impairment. However, if Hillingdon's redundancy capitalisation bid is treated the same way as other authorities then balances would increase to around £16m. If the revised revenue/capital split for the LAA reward were also agreed then balances would increase to around £17.8m.

- 65 The forecast balances position is therefore sufficient to allow the proposed £1.8m draw down from balances in 2011/12. This would mean that balances at the end of 2011/12 would remain above the £12m long term target level of balances.

Medium Term Impact of Proposals

- 66 Whilst the immediate focus of this report is on the 2011/12 budget, this needs to be balanced with key developments over the medium term.
- 67 In May 2010 the Council entered into a new four year electoral cycle, taking the opportunity both to set new goals and to adopt new approaches to the Council's ways of working through the HIP BID programme.
- 68 Further savings proposals need to be identified to bridge the forecast budget gap over the 4 year period. Officers are still reviewing services with a view to identifying further savings opportunities and the Leader of the Council is undertaking a further restructure of the Council designed to identify savings that will not adversely affect service delivery and that protect front line services.
- 69 Additionally, the 2011/12 budget is the first year of a new settlement, which covers only 2 years. A review of local government finance has been announced, which will commence early in 2011, and will deliver the framework for the following finance settlement. However the wider picture of the state of public finances is well documented and the reality of the need for significant cuts to all areas of public sector funding, including local government, has been factored into the medium term forecast.
- 70 There will continue to be ongoing pressures on key Council services such as demographic pressures on adult social care, and escalating waste disposal costs. These are also included in the medium term forecast.
- 71 Looking at the wider picture, the economic recovery for 2011/12 is likely to be slow and uneven. With growth prospects remaining subdued the Monetary Policy Committee will want to keep interest rates low, however they are likely to come under pressure to increase rates as global and household inflation rises. Consumer Price Inflation is stubbornly above 3% and is likely to spike over 4% and possibly over 5% in the first quarter of 2011 as a result of increases in VAT, utilities and rail fares. Although the market is still pricing in interest rate rises, pressure for an early rate rise has subsided following the recently released GDP figures. Unemployment is near a 16 year high and is set to increase as the public sector shrinks. The initial reaction to the Comprehensive Spending review has been positive but framework and targets to reduce the budget deficit and government debt will be put to the test and crucial to the market's confidence in the credibility of the deficit reduction plans.
- 72 In this context, in the public sector the impact of a return to normal inflationary conditions may be delayed due to the pressure on the public finances. This should reduce pay expectations in local government, although this will be offset by inflationary pressures on contracts, subject to annual indexed increases.
- 73 The savings proposals outlined in the report deliver a balanced budget in 2011/12. However, at present there is still a budget gap remaining for the following 3 years, something that is not unusual at this stage of the MTF process. The MTF timetable

for 2012/13 is being accelerated to ensure that proposals sufficient to bridge the remaining £5.1m budget gap are delivered by July 2011.

SCHOOLS BUDGETS

- 74 The Schools Budget consists of all budgets which are devolved to maintained schools. In addition, it also includes 'centrally retained' items such as spending on admissions arrangements, education of children out of school, and Special Educational Needs (SEN). Since 2006/07, expenditure which falls within the Schools Budget has been funded by the ring-fenced Dedicated Schools Grant (DSG). No cost falls upon the Council Tax payer unless the Council chooses to supplement the Schools Budget from the General Fund.
- 75 The coalition Government has for 2011/12 made the most significant changes to schools funding since the introduction of the DSG in 2006/07. Although the way the DSG is allocated across England is fundamentally the same, a significant number of specific grants have been transferred into the DSG, that were in 2010/11 mainly paid through the now defunct Standards Funds. In addition, the Government has introduced the new ringfenced Pupil Premium grant as an additional source of funding for schools with disadvantaged pupils. The only revenue funding for schools that will not be processed through either the DSG or the Pupil Premium grant will be where schools have Children's Centres previously funded through Sure Start grant.
- 76 Schools Forum is the principal institution established for the Council's consultations with schools on financial matters. In order to ensure that Schools Forum makes informed decisions, the proposed funding arrangements are also issued to schools inviting responses that are subsequently considered by Schools Forum in making their decisions and advice.
- 77 Schools were therefore consulted on a range of funding issues which were set out in a consultation document that was released on 10 January 2011. Although Schools Forum has decision-making powers with regard to certain aspects of the Council's proposals for schools funding, most other aspects of the consultation process are to enable Schools Forum to advise the Council on the decisions that rest with Cabinet. Schools Forum has articulated its advice to Cabinet on the issues for consideration, which is contained in a separate report on this Cabinet agenda. Cabinet will make the final decisions on the arrangements for schools funding for 2011/12 from the recommendations of this report.

CAPITAL PROGRAMME

Background

- 78 The Capital Programme for 2010/11 saw the completion of a number of major projects as part of an ambitious 2006-10 Capital Strategy. These included considerable investment in leisure and cultural facilities, largely funded by the disposal of surplus assets directly associated with each development.

- 79 In addition, the Council has continued to invest in maintaining and improving the local infrastructure via programmes such as Chrysalis, Town Centres Initiative and Highways Structural Works.
- 80 The development of the capital programme for 2011/12 has been focused on maximising the use of identified funding to maintain investment in community facilities, particularly primary schools. The medium term capital strategy will become increasingly dominated by the need to provide additional primary school places of up to 36 forms of entry over the next four years.

Changes since Report to Cabinet on 16 December 2010

- 81 Table 7 below sets out the amendments to the draft Capital Programme since it was presented to Cabinet in December; the full capital programme is detailed in Appendix 9 to this report.

Table 7: Changes to the Capital Programme since 16 December

	£'000
Draft Capital Programme - December 2010	105,008
Department of Education Funding Confirmation	551
Primary School Expansions	(4,447)
Addition of HIV Capital Grant	925
Addition of ICT Single Development Plan	1,000
Addition of Sport & Cultural Projects	200
Addition to Environmental Assets	1,000
Addition of HIP Projects	300
Addition to Road Safety	100
Rephasing Uxbridge Main Library Project	(1,000)
Rephasing HRA Projects	235
Rephasing Purchase of Vehicles	(500)
Transport for London Funding Confirmation	(583)
Works to Stock funded from HRA Revenue	(8,985)
Adjustment of Contingency	(47)
Draft Capital Programme - February 2011	93,757

- 82 2011/12 grant funding from the DoE has been confirmed, with the Council due to receive £5.0m of Capital Maintenance grant and £10.6m of Basic Needs grant. These allocations, alongside existing resources, including Schools Kitchens funding, will provide an Urgent Building Condition Works budget of £6.8m in 2011/12 to enable essential works to existing schools.
- 83 Following the award of major construction contracts for provision of an additional sixteen forms of entry by September 2011, the 2011/12 budget for the Primary School Expansions programme has been phased to facilitate planned expansions for September 2011 and to commence on expansions required for the following academic year. The shortfall in external funding will necessitate the use of approximately £10.6m of borrowing.
- 84 The Council has been successful in obtaining £0.9m of DoH funding for the provision of supported housing for sufferers of symptomatic HIV within the borough.

- 85 A £1m ICT Single Development Plan budget has been included in this capital programme to support the Council's transformational BID programme, delivering savings through the implementation of more efficient processes.
- 86 Additional resources have been added to fund further investment in HIP projects and in Sports, Cultural and Environmental Assets across the borough.
- 87 It is expected that the refurbishment of Uxbridge Main Library will begin in 2011/12, however the profile of expenditure has been revised to show the projected phasing of such works.
- 88 A number of HRA Pipeline projects have been rephased since December, and the draft budget now includes provision for these works in 2011/12.
- 89 Funding for the Purchase of Vehicles has been transferred from contingency to the main programme to reflect the need for replacement vehicles in 2011/12. This investment should generate on-going revenue savings through reduced maintenance and leasing costs. In addition £1m has been included in the draft 2012/13 Capital Programme to meet the anticipated need for further ongoing replacements.
- 90 Levels of funding receivable from TfL have now been confirmed and are included in this Capital Programme.

Capital Funding and Revenue Implications

- 91 The table 8 below sets out the funding strategy for the 2011/12 Capital Budget. It should be noted that the draft programmes for 2012/13 onwards are currently limited to the completion of existing projects and on-going programmes of works.

Table 8: Funding Strategy

	2011/12 £'000	2012/13 £'000	2013/14 £'000	2014/15 £'000
GF Prudential Borrowing	26,400	(9,879)	(2,523)	6,825
GF Capital Receipts	21,319	21,846	10,851	388
Total GF Resources	47,719	11,967	8,328	7,213
HRA Prudential Borrowing	4,342	176	0	0
HRA Capital Receipts	4,742	0	0	0
Total HRA Resources	9,084	176	0	0
Total Grants	31,637	21,097	19,792	19,792
HRA Revenue	2,365	2,150	2,150	2,235
Section 106 Contributions	2,952	1,300	1,300	1,300
Total Other Resources	5,317	3,450	3,450	3,535
Total Funding	93,757	36,690	31,570	30,540

- 92 This four year capital programme includes £54.4m of capital receipts, of which £21.3m are expected in 2011/12, primarily generated through the disposal of surplus assets.

Capital Receipts arising from self-financing projects (Hayes End Library, South Ruislip Development and Yiewlsey Pool) are forecast to fall predominantly in 2012/13. The target of £21.3m target for 2011/12 is a significant sum and actual level of receipts achieved will clearly be influenced by market conditions at the time of sale.

- 93 Table 8 above indicates that should no further programme development take place, the Council would have a negative borrowing requirement in 2012/13 and 2013/14 due to capital receipts exceeding Council resourced expenditure, thus reducing borrowing costs arising from the initial funding of self-financing schemes in 2011/12.
- 94 It is anticipated that the 2011/12 General Fund programme will require the use of borrowing under the Prudential Code of approximately £26m. On-going revenue financing costs associated with this programme are expected to be approximately £0.7m per annum, following the application of capital receipts from self-financing schemes to repay debt in 2012/13.
- 95 Central Government support for the Council's Capital Programme has previously been delivered through a combination of grants and supported borrowing allocations. From 2011/12 supported borrowing allocations will cease.

On-going Programmes of Works

- 96 Continued investment in Highways and Infrastructure is provided in the 2011/12 Capital Programme. Budgets for Highways Infrastructure, Highways Localities, Road Safety and Street Lighting total £1.6m.
- 97 TfL funded budgets of £3.4m are also available to fund investment in infrastructure and transport within the borough, bringing total investment in the borough's infrastructure to approximately £4.9m in 2011/12.
- 98 Chrysalis, Environmental Assets, Leader's and Town Centre Initiatives have a total budget of £2.5m to provide resources for the delivery of localised capital schemes to enhance community wellbeing.
- 99 As part of the Council's wider re-enablement agenda, Disabled Facilities and Private Sector Renewal Grants providing adaptations to private housing will be funded from £1.5m DCLG funding and continued Council resourced match funding of a further £1.5m.
- 100 ICT Single Development Plan – see paragraph 85 above.
- 101 The Property Works and Civic Centre Programme budget of £1.8m is intended to fund urgent condition works to Council properties plus energy efficiency measures to deliver efficiencies and revenue savings.

Schools Capital

- 102 The Primary School Expansions budget for 2011/12 will facilitate the delivery of 15 forms of entry for September 2011 through a combination of permanent and temporary expansions and, in addition, allow the commencement of further expansions required for September 2012. This will result in a projected shortfall for 2011/12 of approximately £10.6m which will need to be met from Council resources.

- 103 In addition to this investment in the Primary Schools estates, works will be completed to provide sixth-form provision at Ruislip High School. This is to be funded from a combination of Council resources and Section 106 Contributions.
- 104 £9.7m of DoE funded Devolved Formula Capital and Urgent Building Condition Works budgets are available to manage the requirements of existing schools estates, many of which require condition works that would have otherwise been addressed as part of the aborted Building Schools for the Future programme.

Self-financing Projects

- 105 Three self-financing projects feature in the 2011/12 Capital Programme that will be funded from the sale of residential units and on-going lease income. These will be built alongside the community facilities on site.
- 106 The South Ruislip Development will deliver an Adult Education Centre and new Library; a further new library will be built at Hayes End; and a health centre will be provided on the site of the former Yiewsley Pool.

Other General Fund Projects

- 107 The Libraries Refurbishment programme is set to continue in 2011/12 with a further two libraries being refurbished and substantial works beginning at Uxbridge Main Library.
- 108 Highgrove Pool Phase II is also included in the 2011/12 Capital programme with a budget of £3.8m to improve leisure facilities and to replace aging pool plant there.
- 109 Total budgets of £5.7m are included to fund improvements of the New Years Green Lane Civic Amenity Site, further provision of CCTV, refurbishment of Council-owned Farm Barns, Willow Tree Centre, Arundel Road Development, HIV Capital Grant, HIP Projects, and Sport & Leisure Projects.
- 110 The resulting revenue financing costs arising from these capital projects have all been factored into the Medium Term Financial Forecast budgets included within the revenue section of this report.

General Contingency

- 111 A general contingency of £1m per annum has been included over the 2011/12 to 2014/15 budget period to facilitate minor variations of scoping of projects that are still at an early planning and development stage.
- 112 It is anticipated that the Council may be obliged to decontaminate a former GLC landfill within the borough which would represent an additional call on Council Resources unless alternative funding arrangements are identified. The precise scope and cost of this project, along with available grant funding, is yet to be determined.

HRA Projects

- 113 The HRA Capital Programme includes funding for works to existing stock and a number of new build pipeline projects which are funded from a combination of external grant,

HRA borrowing and capital receipts. Further information on the HRA Capital Programme is contained within the HRA Budget Report.

PRUDENTIAL INDICATORS

- 114 The Prudential Code was introduced from April 2004 under the local Government Act 2003. In carrying out unsupported borrowing, local authorities must follow the Chartered Institute of Public Finance and Accountancy (CIPFA) Prudential Code for Capital Finance in Local Authorities. The key objectives of the Code are to ensure:
- Capital investment plans are affordable, prudent and sustainable;
 - Treasury Management decisions are taken in accordance with good professional practice;
 - Prudential Indicators are set and monitored in order to demonstrate that these objectives are being met.
- 115 The Local Government Act 2003 requires the Council to produce prudential indicators to support and record local decisions made under the Prudential Code. Updated indicators reflecting the capital investment proposals in this report are included at Appendix 10 within the Annual Investment and Treasury Strategy. This is for consideration and approval of them, for then recommendation to Council.
- 116 There is a requirement under the Local Government Act 2003 for local authorities to have regard to the CIPFA Prudential Code when setting and reviewing their Prudential Indicators. It should be noted that CIPFA undertook a review of the Code in early 2008, and issued a revised Code in November 2009.
- 117 In addition to the revised Prudential Code, the Code of Practice for Treasury Management in Public Services (the “CIPFA TM Code”) was also revised in November 2009.
- 118 Included within the Prudential Indicators Code (PI No. 8) is the requirement that the Council adopts the CIPFA Code of Practice for Treasury Management.
- 119 Appendix 11 therefore explains the basis for the recommendation that Council adopt the revised CIPFA Treasury Management code.

OVERALL BUDGET FOR COUNCIL TAX SETTING 2011/12

Corporate Director of Finance & Resources Comments Regarding Responsibilities under the Local Government Act 2003

- 120 Under Section 25 of the Local Government Act 2003 the Corporate Director of Finance & Business Services, as the Council’s nominated section 151 officer, has a responsibility to comment on:
- The robustness of the estimates for the coming year
 - The adequacy of the Council’s reserves

121 The Corporate Director of Finance & Business Services is able to give positive assurances on the robustness of the estimates in general for the coming year. This view is based on:

- The use of an established, rigorous process for developing the budget through the Medium Term Financial Forecast (MTFF) process. This includes close alignment with the service planning process. This has been further strengthened through the continued development of the Business Improvement Delivery programme
- The inclusion within the base budget of a £11.8m Development and Risk contingency
- Service managers having made reasonable assumptions about demand pressures and taken a prudent view of volatile areas.
- Risk based financial monitoring being undertaken during the year and reported to Cabinet on a monthly basis. This includes the agreement of recovery plans to ensure that the budget is delivered in overall terms.
- Procedures in place to capture and monitor procurement and other efficiency savings
- Prudent assumptions made about interest rates
- The recommended increases in fees and charges in line with the assumptions in the revenue budget
- The use of the Council's project management approach to monitor delivery of the material savings in the revenue budget.

122 The Corporate Director of Finance & Business Services also has a duty to comment on the adequacy of the Council's reserves when the budget is being set. At the time of budget setting for 2010/11, the Corporate Director of Finance & Business Services set a recommended range of balances. This was between £12m and £24m, based on an analysis of the risks facing the Council. The recommended range has been updated following a review of the risks facing the Council. This is set out in the next section.

Statement on Balances and Reserves

123 The Corporate Director of Finance & Business Services has undertaken a review of the risks currently facing the Council. This has enabled an update to the recommended range of balances that the Council should hold. This forms the basis of the guidance provided above in relation to his responsibilities under the Local Government Act 2003.

124 To assess the adequacy of general reserves, the Corporate Director of Finance & Business Services has taken into account the strategic, operational and financial risks facing the Council. The Council should retain adequate reserves to cover unexpected expenditure and avoid costly short-term borrowing. Equally the Council wishes to utilise the maximum resources available to achieve its objectives therefore it plans to maintain reserves at the lowest prudent level.

125 To determine the recommended level of reserves the Council has assessed risk against the criteria as specified in Local Authority Accounting Panel (LAAP) Bulletin 77 (November 2008). This assessment includes the following:

- The robustness of the financial planning process (including the treatment of inflation and interest rates and the timing of capital receipts)
- How the Council manages demand led service pressures
- The treatment of planned efficiency savings / productivity gains

- The financial risks inherent in any major capital projects, outsourcing arrangements or significant new funding partnerships
 - The strength of the financial monitoring and reporting arrangements
 - Cashflow management and the need for short term borrowing
 - The availability of reserves, Government grants and other funds to deal with major contingencies and the adequacy of provisions
 - The general financial climate to which the Council is subject and its track record in budget and financial management
- 126 The assessment, although based on the Council's procedures and structures, does have an element of subjectivity and to allow for this the optimum level of reserves incorporates a range. The recommended range for reserves for 2011/12 is £12m to £24m. Ideally the Council should avoid having balances below the minimum level of £12m, or above the maximum level of £24m. The Council's aim to maintain balances at £12m is therefore within this range. Details of the risk assessment are included in Appendix 10.
- 127 The range of issues that impact on the need to hold balances and reserves has been reviewed since last year's budget setting process, although the assessment of the minimum level of balances has remained constant due to a range of positive contributors being offset by negative assessments. Whilst most funding streams have now been confirmed, there remain a few uncertainties around the capitalisation of costs. Similarly, whilst the forecast year end balances have increased, the proposed contingency has also increased. But perhaps the most significant contributor to the minimum requirement arises from the front loading of the budget cuts, resulting in a budget for 2011/12 which contains savings proposals of over £26m.
- 128 The projected level and recommended range of balances will vary depending on the budget proposals that are put forward by Cabinet.

The Council Tax Requirement for 2011/12

- 129 The budget proposals included in this report represent Cabinet's budget strategy for 2011/12 and beyond. The revenue budget proposals have been developed to deliver a zero increase in Council Tax for the second successive year.
- 130 The Council Tax level is subject to Members' final choices in the budget setting process. The Government have announced that the existing capping powers will be retained for 2011/12 with the level at which authorities will be capped to be announced at the time of the final settlement. However, given the planned freeze on Council Tax this level is academic.

Greater London Authority Precept

- 131 The Mayor of London's draft budget proposals for 2011/12 are scheduled for approval by the London Assembly on 23 February 2011. The draft proposals result in a zero increase in the element of Council Tax that relates to the GLA precept. This is analysed across the relevant functional bodies as follows:

Table 9: Increase in Proposed GLA Precept by Functional Body

Functional Body	Band 'D' Council Tax 2010/11 (£)	Band 'D' Council Tax 2011/12 (£)	Percentage Change (%)
Metropolitan Police Authority	217.09	226.01	+4.11
London Fire and Emergency Planning Authority	59.65	51.76	-13.23
Greater London Authority	29.05	30.08	+3.55
Transport for London	4.03	1.97	-151.12
Total	309.82	309.82	

132 The largest element of the GLA Group's budget relates to the Metropolitan Police Authority. The increase in the Metropolitan Police's budget requirement allows ongoing capacity to focus on counter-terrorism, the targeting of gang, knife and gun crime, and the prevention of violence against women and youth. Minor decreases have been applied to the council tax contribution towards both the London Fire and Emergency Planning Authority and London Transport. '

133 The GLA budget includes the budget and Council Tax implications of the Olympics Delivery Authority. The contribution from Council Tax payers towards the Olympics remains at £20 per Band 'D' property in 2011/12, unchanged from 2010/11.

Financial Implications

This is a financial report and the financial implications are included throughout.

EFFECT ON RESIDENTS, SERVICE USERS & COMMUNITIES

What will be the effect of the recommendation?

The budget proposals in this report result in no change in the Council Tax for 2011/12. The budget proposals contain the funding strategy for delivering the Council's objective. The effects are therefore extremely wide ranging. They will be managed through the performance targets and outcomes that will be delivered through the resources approved in the revenue budgets and capital programme.

The revenue budget and capital programme include growth in some new service areas and these proposals will result in improved outcomes for residents and service users. Overall the package of proposals is designed to secure the most effective combination of service outcomes across the whole of the Council's business. This will be by improving the value for money offered by services and by maximising funding, procurement, efficiency and service effectiveness gains.

Impact on Partnerships

The Council continues to work on a range of initiatives and partnerships aimed at improving the services and opportunities for Hillingdon residents.

The Council is working closely with the residual NHS Hillingdon during the transfer of commissioning functions and budgets to GP practices and continues to work in partnership

across a range of service areas. The General Fund revenue budget includes funding for a jointly appointed Director of Public Health; the introduction of this post has improved partnership work on the broad public health and well-being agendas.

The Government has reduced the 2007-2010 Local Area Agreement reward (LAA) grant by 50% and abolished the rewards for the 2008-2011 LAA. Despite this reduction the Council has been working closely with partners to ensure that the funding is available to schemes which serve support local employment and town centre improvement initiatives.

Hillingdon remains committed to support to the voluntary sector, the grant to support core activities still remains in excess of £1.4m. The sector is being encouraged to find efficiencies and to share functions where possible. Through the commitment of this budget voluntary sector organisations are able to secure significant levels of external funding which is directly committed to delivering services to residents.

The forthcoming closure of the London Development Agency (LDA), which has been a long term partner and funder of skills and employment initiatives in the borough, has required the Council (and the neighbouring boroughs) to look at new ways of securing funding to deliver local employment initiatives.

The Council has consulted with Schools Forum on the allocation of the Dedicated Schools Grant. It will work with all schools to use this resource to drive up educational attainment and opportunities for young people across the borough.

Consultation Carried Out or Required

Each of the Policy Overview Committees has received reports setting out the draft revenue budget and capital programme proposals relevant to their remit. This was approved by Cabinet on 16 December 2010 for consultation at the January 2011 round of meetings. Comments on the budget from each of the service Policy Overview Committees were referred to the Corporate Services and Partnerships Policy Overview Committee, who met on 9 February 2011 to consider the comments received from the three other Policy Overview Committees on the budget proposals relevant to their remit. The comments from that committee are included in appendix 12.

The Council also has a statutory responsibility to consult on its budget proposals with business ratepayers in the borough. Twenty-five of the largest businesses in the borough were provided with Cabinet's draft budget proposals after the meeting on 16 December 2010. They were invited to attend the Policy Overview Committee meetings. No specific responses were received from the business community arising from this consultation. The draft budget reported to December Cabinet has also been available to view on the Council's website and for comments. Schools Forum has also been consulted on those budget proposals that have a potential impact on schools budgets.

CORPORATE IMPLICATIONS

Corporate Finance

This is a corporate finance report and the corporate financial implications are noted throughout.

Legal

The Budget and Policy Framework Procedure Rules as set out in the Council's Constitution require the Cabinet to make proposals on the Council's budget. This requires them to be in accordance with the timetable which it has published. The Cabinet proposals are set out in this report for the consideration of full Council.

In respect of income the Council provides a number of services in respect of which it can impose charges and fees to users. In certain instances those fees or charges may be set by Government. In other cases the Council has a discretion as to the level of charges it sets. It should be noted that in respect of certain matters the Council can only impose a fee or charge which reflects the actual cost to the Council of providing such services. This has to be considered when setting the overall budget.

The Corporate Director of Finance & Business Services' duties under the Local Government Act 2003, insofar as they relate to budget setting are set out in the body of the report. Of importance to members is the duty for him to comment on the robustness of estimates for the forthcoming year. Members will note that in paragraph 121 of the report, the Corporate Director of Finance & Business Services has given a number of positive assurances in relation to this issue.

The second duty for Members to note is the duty imposed on the Corporate Director of Finance & Business Services to comment on the adequacy of the Council's reserves. Members will note that a Statement of Reserves and Balances is contained within paragraphs 123 to 128 of the report which discharges this duty.

As the Council's Section 151 Officer, it is the Corporate Director of Finance & Business Services' professional duty to propose to Members a budget which is soundly based, balanced and adequate to fund the expected level of service provision in the forthcoming financial year. This duty is reinforced in the Council's Constitution. This requires the Corporate Director of Finance & Business Services to ensure the lawfulness and financial prudence of decision making.

The 'Wednesbury reasonable' principle also requires a local authority, when making decisions, to take into account all relevant considerations and to disregard all irrelevant considerations. Clearly, in the context of budget-setting, having regard to the Corporate Director of Finance & Business Services' professional advice is a relevant consideration for Members to take into account. However, Members are not bound to follow his advice. However they should have good reasons for departing from it should they choose to do so. Furthermore, Members must at all times have regard to the overriding principle that they should set a legal budget and one which is as prudent as the circumstances permit.

Members must have regard to section 106 Local Government Finance Act 1992. This is in respect of a Member who has not paid an amount due in respect of Council Tax for at least two months after it becomes payable. They may not vote on matters concerning the level of Council Tax or the administration of it. Therefore, any Members who are more than two months in arrears with their Council Tax payments must make a declaration to this effect at the beginning of the meeting.

Corporate Landlord

Corporate Landlord has liaised very closely with Corporate Finance in the production of this report and concurs with all figures included within the revenue and capital budgets pertaining to the Corporate Landlord function. Where estimates have been used for the value of future planned asset disposals to support the capital programme, valuations have been carried out on such surplus assets alongside full option appraisals to determine optimal use.

The Council will continue its programme of strategic asset review throughout 2011/12, with an emphasis on optimising the efficiency of the Council's asset base in an environment of rapidly changing service delivery models, maximising opportunities for new developments to enable delivery of council priorities, in particular, addressing the urgent need for the provision of additional Primary School places within the borough.

Corporate Landlord will take operational responsibility for the delivery of the majority of the capital programme along with revenue asset management. Detailed scoping, tendering outcomes and monitoring of costs and progress of projects will be reported separately to Cabinet / Cabinet Member via individual reports and the monthly monitoring process.

Relevant Service Groups

The budget proposals included in this report result from a substantial corporate process involving all service Groups. In particular, individual Corporate Directors and CMT collectively have developed the proposals in this report. The implications for all services of the individual budget proposals are set out in detail in the attached appendices.

BACKGROUND PAPERS

Report to Cabinet 16 December 2010 – Medium Term Financial Forecast 2011/12 – 2014/15

Report to Council 25 February 2010 – General Fund Revenue Budget and Capital Programme 2010/11

Local Government Finance Settlement 2011/12 located at
www.local.communities.gov.uk/finance/1112/grant.htm

Revenue Budget - Corporate Summary

Corporate Summary	2010/11 £(000s)	2011/12 £(000s)	2012/13 £(000s)	2013/14 £(000s)	2014/15 £(000s)
Resources					
Increase in Council Tax Base (Band D properties)	1,417	1,166	750	400	400
Increase in Council Tax (%)	0.00%	0.00%	0.00%	2.50%	2.50%
Collection Fund Deficit / (Surplus)	-769	1,438	0	0	0
Council Tax Base (Band D properties)	97,952	99,118	99,868	100,268	100,668
Council Tax Band D (£)	£1,112.93	£1,112.93	£1,112.93	£1,140.75	£1,169.27
Council Tax Revenues	109,783	108,870	111,150	114,380	117,710
Government Formula Grant	84,411	85,876	77,778	75,078	72,378
Area Based Grant	17,644	0	0	0	0
Council Tax freeze grant	0	2,765	2,765	2,765	2,765
Specific Education Grants	9,704	0	0	0	0
Early Intervention Grant		10,857	11,527	11,527	11,527
Learning Disability and Health Reform Grant	5,781	5,781	5,918	5,918	5,918
Preventing homelessness	100	580	580	580	580
Housing & Council Tax Benefit Subsidy Admin Grant	2,418	2,418	2,297	2,297	2,297
NHS S256 Agreement		2,728	2,610	2,610	2,610
Home Office Grant		300	300	300	300
Lead Local Flood Authority Grant		127	185	185	185
Grant Income	120,058	111,432	103,960	101,260	98,560
Total Resources	229,841	220,302	215,110	215,640	216,270
Budget Requirement					
Roll Forward Budget	224,892	229,841	229,841	229,841	229,841
Inflation (non-schools)	600	1,980	3,400	7,400	12,400
Corporate Items	2,280	4,548	8,191	10,149	12,542
Service Pressures	8,197	7,369	7,337	7,314	7,314
Contingency	3,440	1,026	6,166	11,051	15,976
Priority Growth Items	712	1,776	2,826	3,941	5,076
Savings	-10,280	-26,238	-42,651	-54,056	-66,879
Total Budget Requirement - all resources	229,841	220,302	215,110	215,640	216,270
Less non-formula grant	-35,647	-25,556	-26,182	-26,182	-26,182
Budget Requirement	194,194	194,746	188,928	189,458	190,088
Budget Gap / (Surplus)	0	0	0	0	0

Description	Net Variation from 2010/11 Budget			
	2011/12	2012/13	2013/14	2014/15
	£(000s)	£(000s)	£(000s)	£(000s)
Corporate Items				
<u>Increases</u>				
LAA Reward Grant - falling out	3,040	3,040	3,040	3,040
Capital Programme financing costs	-400	900	2,000	3,100
Additional Capital Programme financing provision (PCP)	1,000	2,000	2,000	2,000
National Insurance Contributions Increase	420	420	420	420
Contributions (from) / to Balances	-293	550	1,100	1,793
Increase in Council Tax Older Persons Discount	0	500	1,100	1,700
LABGI / Housing & Planning Delivery Grant fall out	500	500	500	500
LAA Reward Grant share to Safer Hillingdon Partnership	76	76	-216	-216
Concessionary Fares Levy	735	735	735	735
Sub-total	5,078	8,721	10,679	13,072
<u>Decreases</u>				
LAA Reward Grant Share to Primary Care Trust	-335	-335	-335	-335
LAA Reward Grant Share to BAA & Uxbridge College	-130	-130	-130	-130
LAA Reward Grant Share to Groundwork Trust	-65	-65	-65	-65
Sub-total	-530	-530	-530	-530
Net Corporate Items	4,548	8,191	10,149	12,542

Service Pressures

Description	Group	Net Variation from 2010/11 Budget			
		2011/12	2012/13	2013/14	2014/15
		£(000s)	£(000s)	£(000s)	£(000s)
Social Care Pressures (Adults)	ASCH&H	1,250	1,250	1,250	1,250
SEN Transport demographic pressures	F&BS	350	350	350	350
Waste Disposal Levy	PECS	1,300	1,300	1,300	1,300
Increase in Transitional Children due to Demographic Changes	ASCH&H	2,546	2,546	2,546	2,546
Homelessness Budget - Reduction in DWP Funding	ASCH&H	800	800	800	800
Local Land Charges Income	F&BS	720	720	720	720
Golf Courses Income	PECS	303	271	248	248
Corporate Landlord	PECS	100	100	100	100
Total Service Pressures		7,369	7,337	7,314	7,314

Development & Risk Contingency		Gross Risk Probability		Provision	Provision	Provision	Provision
		2011/12		2011/12	2012/13	2013/14	2014/15
		£(000s)	(%)	£(000s)	£(000s)	£(000s)	£(000s)
Potential Calls							
Social Care Pressures (Adults)	ASCH&H	4,764	86%	4,089	6,339	8,474	10,589
Social Care Pressures (Children's)	E&CS	1,000	50%	500	900	1,300	1,700
Increase in Transitional Children due to Demographic Changes	ASCH&H	2,000	63%	1,254	2,754	4,254	5,754
Waste Disposal Levy	PECS	1,500	0%	0	1,200	1,500	1,800
Asylum Funding Shortfall	E&CS	2,000	44%	880	520	230	0
Employers' Pension Contributions	All	850	100%	850	1,700	2,550	3,400
General Contingency	All	1,000	100%	1,000	1,000	1,000	1,000
Uninsured claims	F&BS	600	70%	420	420	420	420
Assisted searches	F&BS	100	75%	75	75	75	75
Development Control Income	PECS	475	74%	350	310	310	310
Carbon Reduction Commitment Energy Efficiency Scheme	PECS	460	100%	460	450	440	430
Potential new responsibilities in relation to Flood defence	PECS	127	39%	50	50	50	50
Building Control Income	F&BS	100	50%	50	0	0	0
Cost Pressures on Recycling Service	PECS	150	100%	150	150	150	150
Local Development Framework legal & consultancy fees	PECS	150	67%	100	0	0	0
Pump priming for BID savings	ALL	400	100%	400	0	0	0
HS2 Challenge contingency	PECS	100	100%	100	0	0	0
Contingency against delivery of grants savings	ASCH&H/E	1,058	100%	1,058	1,058	1,058	1,058
Total Potential Calls		16,834		11,786	16,926	21,811	26,736
Financing							
Base Budget				10,760	10,760	10,760	10,760
Increase / Decrease in Contingency				1,026	6,166	11,051	15,976
Total Financing				11,786	16,926	21,811	26,736
Managed Risk Gap in Contingency				0	0	0	0

Description	Group	Net Variation from 2010/11 Budget			
		2011/12	2012/13	2013/14	2014/15
<u>Priority Growth Proposals</u>		£(000s)	£(000s)	£(000s)	£(000s)
Creation of Additional Young People's Centres	E&CS	131	131	131	131
Obesity strategy - sport & exercise	PECS	80	80	80	80
Hayes Carnival	PECS	35	35	35	35
Full year effect of Libraries opening hours funding (increased to £75k per annum)	PECS	10	10	10	10
Enhancement of the existing Careline and Telecare service into an enhanced service 'TeleCareLine'	ASC,HH	700	750	865	1,000
Enhancement to Town Centre Improvement Team	PECS	80	80	80	80
Music and Arts Support	ECS	175	175	175	175
Highways Maintenance	PECS	500	500	500	500
Unallocated funding for further priority initiatives		65	1,065	2,065	3,065
Total Priority Growth Proposals		1,776	2,826	3,941	5,076

Savings

Description	Group	Net Variation from 2010/11 Budget			
		2011/12	2012/13	2013/14	2014/15
Cross Cutting (BID)					
Adult Social Care & Community Health Care	ASC,HH	-8,540	-11,884	-15,748	-18,523
Central Services	CS	-3,802	-4,505	-5,104	-5,801
Education & Children's Services	E&CS	-5,674	-9,048	-11,967	-12,117
Planning, Environment & Community Services	PECS	-4,912	-8,519	-9,787	-10,337
Other Savings	CS	-1,254	-1,479	-604	-1,529
Area based grant savings	All	-2,056	-2,124	-2,161	-2,171
Sub-total		-26,238	-37,559	-45,371	-50,478
Remaining MTFF Target					
Unallocated Savings	All	0	-5,092	-8,685	-16,401
Sub-total		0	-5,092	-8,685	-16,401
Total Savings		-26,238	-42,651	-54,056	-66,879

ASC,HH Ref	Description	2011-12 £000's	2012-13 £000's	2013-14 £000's	2014-15 £000's
Prevention					
PR1	Improved Commissioning and Contracting This item summarises a number of proposals involving i) better commissioning ii) obtaining better value for money from current providers of services through a reduction in unit costs and other methods iii) recommissioning similar services into a single lower cost package without reducing quality or service levels to	1,000	1,100	1,200	2,000
PR2	Review of the Paradigm Care and Repair (C&R) scheme following formal notification that the current providers do not wish to retender.	45	45	45	45
PR Total		1,045	1,145	1,245	2,045
Reablement					
RE1	Reablement Service The proposal seeks to remodel the current in-house home care service into a specialist reablement service that will deliver improved outcomes for older people through short-term, intensive support that will reduce the level of on-going support required. This will involve the transfer of existing long term home care clients who need long term help, to alternative P&V service providers, thus freeing up in house home care resources for reablement. Expansion of Assistive Technology (TeleCareLine) will be integral to reablement and prevention of residential admission and will help more people to be maintained in their own homes.	1,278	1,606	3,707	4,707
RE1a	Reshaping Learning Disability Housing & Support The redesign and development of a range of housing options for people with a learning disability by supporting people with a learning disability to move from residential care to supported living accommodation or properties that meet their individual needs. By supporting people to maintain or regain a more independent lifestyle there will be a significant reduction in costs from a diversion from long-term residential placements. A range of services will be designed to provide individually tailored housing and support options including personal budgets that will deliver better outcomes for customers and will to enable individual choice about how they wish to live their lives. This will promote choice, independence and wellbeing in line with 'Putting People First' and personalisation.	1,240	2,285	2,785	3,285

ASC,HH Ref	Description	2011-12 £000's	2012-13 £000's	2013-14 £000's	2014-15 £000's
RE1b	<p>Reshaping Physical Disability Housing & Support This proposal builds on the current MTFF saving of £500k included in the 2010/11 base, to shift the balance from residential and nursing care for people of 18 to 64 with physical disabilities needing a service by redesigning and developing a range of housing options.</p> <p>Savings will be achieved by supporting people with a physical disability to move from residential care to supported living accommodation or properties that meet their individual needs. By supporting people to maintain or regain a more independent lifestyle there will be a significant reduction in costs from a diversion from long-term residential placements. This will promote choice, independence and wellbeing in line with personalisation.</p>	0	75	100	125
Reablement Total		2,518	3,966	6,592	8,117
In-House Services					
RE2	<p>Learning Disability In-House Services, Day Services & Client Transport The proposal is based on a review of Learning Disability day services to change delivery from a traditional approach, to supporting people to access more community services and help to proactively maintain independence. Part of the overall strategy will be rationalisation of the number of building based services resulting in services being concentrated on adults with the highest level of vulnerability and complex needs. All other current users will receive alternatives either from their residential home or voluntary sector and community based options. As part of the day services strategy, overall transport needs have been reviewed, and the proposal includes the adoption of an eligibility criteria that determines the circumstances in which transport is provided free of charge.</p>	298	661	979	1,069
RE3	<p>Older People In-House Services, Day Services & Client Transport Review of Day Services for Older People to change delivery from a traditional approach, to supporting people to access more community services. This will help to proactively maintain independence and reablement potential. Part of the overall strategy will be rationalisation of the number of building based services resulting in services being concentrated mainly on specialist dementia support.</p>	323	332	452	512
RE4	<p>Residential Services Review of use of four establishments to maximise number of units of supported housing and move away from residential model.</p>	122	122	122	122
RE5	<p>Healthy Hillingdon / Public Health Review of Healthy Hillingdon service to achieve a funding level equal to external funding sources (£325k). Further review of all health related initiatives to achieve an £80k saving.</p>	405	405	405	405
RE Total		1,148	1,520	1,958	2,108

ASC,HH Ref	Description	2011-12 £000's	2012-13 £000's	2013-14 £000's	2014-15 £000's
External Services					
ES1	West London Alliance Home Care Framework & High Cost Packages Market management through the West London Alliance for residential and non-residential services, leading to cost reductions and greater efficiencies. A new framework of home care providers has led to an increase in the supply of providers and a reduction in hourly costs. Additional savings from further discounts through providers are being worked on. A review of high cost residential care packages will reduce costs further albeit in conjunction with RE1a and RE1b to avoid double counting.	483	602	702	702
ES2 A	In-House PSL Changed arrangements for the provision of temporary housing for homeless households. The £196k saving represents the full year effect of the £250k already included in the 2010/11 base.	196	196	196	196
ES2 B	HRA Review To review the levels of expenditure supported by the HRA and identify opportunities for maximisation. This will include recharges between the two in addition to looking for opportunities to increase support from the HRA for services delivered across the council, taking opportunities afforded by the transfer back to the council of Hillingdon Homes.	500	500	500	750
ES6	This refers to the retendering of the meals service which created £110k fye savings in 2011/12.	110	110	110	110
ES Total		1,289	1,408	1,508	1,758
BID COM					
BI1	Application of the BID Common Operating Model to services across the Group resulting in reduced staffing costs.	1,271	2,627	3,127	3,127
BI2	A comprehensive review of non-essential spend budgets within the department has identified that savings of £1m can be achieved. These include reductions in spend on Advertising, travel expenses, consultancy fees, equipment, stationery, and other expenses representing a third of the overall budget.	1,023	1,023	1,023	1,023
BI Total		2,294	3,650	4,150	4,150
Fees & Charges					
FC4	DWP Benefit Increase The minimum increase from April 2011 is expected to be 1% above the councils income inflation assumptions	100	100	100	100
N/A	Income Inflation	201			
FC Total		301	100	100	100
Other savings					
	First Time Buyers Initiative	250	250	250	250
	5% target reduction on new unringfenced grants	439	439	439	439
Other Total		689	689	689	689

ASC,HH Ref	Description	2011-12 £000's	2012-13 £000's	2013-14 £000's	2014-15 £000's
Total NEW Savings		9,284	12,478	16,242	18,967
BI1A	Estimated One-Off redundancy costs (not included in above)	-300	-150	-50	0
	Full year effect of savings proposals agreed at February 2010 Council Tax setting	412	412	412	412
Net Savings		9,396	12,740	16,604	19,379
Less ABG Savings		-856	-856	-856	-856
Net Savings		8,540	11,884	15,748	18,523

Ref	Description of proposal	2011/12 £000's	2012/13 £000's	2013/14 £000's	2014/15 £000's
DEPUTY CHIEF EXECUTIVE'S OFFICE					
HR/Learning and Development					
HR1	BID review of HR Service				
	Initial savings in 2011/12 relate to the review of the HR structure in 2010/11, with the full year effect of restructuring already implemented being reflected in 2011/12. The proposal also includes the implementation of an automated expenses reimbursement process and savings that have been identified that can be delivered in 2012/13 and thereafter reflecting the impact of the Council downsizing in future years as well as the BPR of key processes.	115	158	238	250
HR2	L&D Activity and Budgets - revenue generation & in-house delivery				
	Savings potential from reviewing current spend on L&D, reviewing the core offer and responding to a downsizing workforce.	156	181	206	206
HRBS1	BID Review of Business Support				
	The saving in 2011/12 is the initial saving from the review of the structure and relates to the full year effect as the restructuring has already been implemented to deliver BID savings in 2010/11. Further restructure proposals will be progressed now that the Senior Manager of the team is in post. Savings from 2012/13 take into account the future downsizing of the Council and the transfer of further Business Support posts from Groups as part of the roll out of the operating model.	47	68	89	110
HRBS2	Review of Stationery Contract				
	New contract in place with effect from 1 November 2010	9	9	9	9
HS1	BID Review of Health & Safety functions across the Council				
	A review of Occupational Health & Safety has just started following agreement for its transfer to central services. This is the minimum level of savings that the review should be capable of delivering.	57	110	110	110
Total HR/Learning and Development		384	526	652	685
Legal Services					
LS1	BID Review of Legal Services				
	This reflects the saving from the review of the structure. The figure reported here is the saving that can be achieved in the General fund, the remaining balance relates to savings within the HRA (the HRA team lost the most posts). This is the full year effect as the restructuring has already been implemented to deliver BID savings in 2010/11. Further opportunities should exist going forward as the Council downsizes.	74	128	128	128
Total Legal Services		74	128	128	128

Ref	Description of proposal	2011/12 £000's	2012/13 £000's	2013/14 £000's	2014/15 £000's
Democratic Services					
DS1	Review of Special Responsibility Allowances				
	Potential impact of Review of Cabinet Member Structure	27	27	27	27
DS2	BID review of Democratic Services - phase 2				
	Phase 1 has already been implemented, which related to a review of the Registration of Births, Deaths and Marriages and Registrar of Elections services. Phase 2 is looking at the potential for efficiencies in other areas of Democratic Services. Savings figure can be refined once agreements re Cabinet structure and meetings is finalised. Figure quoted is the minimum that should be achievable.	25	25	25	25
Total Democratic Services		52	52	52	52
Policy and Performance					
PP1	BID Review of Policy and Performance Services				
	Savings in 2011/12 relate to the review of the structure in 2010/11. This is the full year effect as the restructuring has already been implemented to deliver BID savings in 2010/11 including the deletion of a Head of Service post. It also includes savings from reviewing the central structure supporting performance, policy and partnerships. The business process review of policy and performance, which is in line with the BID proposal will deliver savings in 2012/13 and thereafter.	140	180	280	380
PP2	Impact of the Review of the London Boroughs Grant Scheme				
	The review of the London Boroughs Grant Scheme has been completed and is awaiting final ratification by all London Councils by the end of January 2011. The impact of this could provide the Council with potential opportunities for savings from 2012/13 onwards including a fuller review of the voluntary sector grants that the Council provides from all service areas.	426	469	527	586
Total Policy and Performance		566	649	807	966
Communications					
CC1	BID Review of Communications Service				
	Rationalisation of staffing structures following the transfer in of staff from Hillingdon Homes	200	200	200	200
CC2	Review of Print contract management costs				
	Proposals currently being developed. Potential to generate further savings across the Council through effective controls and processes	20	20	20	20
Total Communications		220	220	220	220
Audit and Enforcement					
AE1	BID Review of Audit and Enforcement Service				
	Following the integration of Internal Audit, the Housing Fraud Investigation Team, the Housing Benefits Fraud Investigation Team and a number of Enforcement staff, an early opportunity has presented itself, which will result in the deletion of 1.5 FTE posts. A much wider review of the service will be undertaken in March/April 2011 which it is expected will result in a more in depth rationalisation of the structure and provide further opportunities for delivering savings in future years.	40	40	40	40
Total Audit and Enforcement		40	40	40	40
Total Deputy Chief Executive's Office		1,336	1,615	1,899	2,091

Ref	Description of proposal	2011/12 £000's	2012/13 £000's	2013/14 £000's	2014/15 £000's
FINANCE AND BUSINESS SERVICES					
Finance Services					
FS1	BID Finance Review - Restructuring of Debtors and Creditors functions				
	Centralisation/rationalisation of 3 teams into 1, and of 3 systems into 2, combined with significant systems development involving Oracle debtors and a new Capita system for phone/internet payments. The figure includes opportunities to reduce the cost of cash handling and collection which is another key aim of the project.	305	305	305	305
FS2	BID Finance Review				
	The Finance teams for each Group handle all work from the high level strategic to the very low (journals, virements etc). There is scope to centralise the low value added low level work, thus enabling the teams to concentrate on important value added work on monitoring, MTFF, development of savings etc. In addition, as the Council downsizes over the coming years and concentrates on a more limited core offer and employing less staff, the Finance support requirements should reduce. Opportunities for more systems led BPR work and the continued move away from specific grants should reduce finance support requirements.	184	384	504	504
FS3	Review of Insurance				
	Insurance has been split out from Internal Audit and moved into Finance. A review will be undertaken of how the Insurance service runs and this should provide opportunities for efficiencies.	21	50	50	50
FS4	Audit Fees				
	Reduced external audit fee due to deletion of CAA requirement. There should be the scope for further savings from 2012/13 and onwards as the Audit Commission is deleted and authorities are free to tender for External Audit Services	50	100	100	100
Total Finance Services		560	839	959	959
Business Services					
BS1	BID Service Review - Apply Operating Model to Business Services				
	Following the transfer of the service to the new Finance & Business Services Directorate, a review of the structure has started. In particular the BID work undertaken on Passenger Services so far suggests the potential to save money through the setting up of an Integrated Transport Unit.	390	390	390	390
BS2	BID Expenditure Review of Bereavement Services				
	Potential savings in staffing and non staffing budgets have been identified as part of the initial review of this service	43	43	43	43
BS3	Review of Bereavement Services fees and charges				
	A review of the fees and charges for this service indicates that Hillingdon is in some instances well below the benchmark across London, for example Hillingdon charges £125 per cemetery plot, the London average is between £2,000 to £4,000 per plot. In this financial year a minimum of 50 plots have been purchased by non-residents. A number of authorities also offer a Pet Burial Service, this is something that could be introduced quickly with minimal investment.	263	263	263	263

Ref	Description of proposal	2011/12 £000's	2012/13 £000's	2013/14 £000's	2014/15 £000's
BS4	BID Review of Imported Food Unit				
	Initial BID review of the service suggest savings potential from a review of the operating model and introduction of a rota work system, rather than relying on overtime. A number of new initiatives have also been introduced, which will allow Port Authorities to levy fees on checks that need to take place on imported goods.	668	668	668	668
Total Business Services		1,364	1,364	1,364	1,364
ICT Services					
ICT1	BID Review and consequent Restructuring of ICT Service				
	Savings in 2011/12 relate to the review of the structure in 2010/11 and reflects the Full Year Effect as the restructuring has already been implemented. The gross saving delivered in a full year was £364k, however of this £160k has been used to fund a new transformation team, with a further £60k being used to fund a Business Partner post. The new structure has also provided the capacity for the in-house team to deal with internal office moves saving a further £30k, with the result that the saving is the net position. Savings from 2012/13 relate to the continuation of the unification of ICT services and exploiting the opportunities that arise as the authority downsizes over the coming years.	174	384	414	414
ICT2	Potential Opportunities from Re-tendering ICT Contracts				
	The Council's ICT current managed services contract terminates in April 2012 and preparations are currently being made to go through the tender process. It is intended to also wrap up other major ICT contracts into the same tender, although in separate lots, so as not to reduce competition. It is expected that this will then enable the Council to exploit fully the potential of Cloud Technology in 2014/15. At present it is believed this cannot sensibly be delivered earlier due to data security issues needing to be sorted.	0	0	0	400
ICT3	Review of Telephone and Mobile Phone contracts and useage				
	Introduce improved Procurement processes, offsetting future increased usage	25	25	25	25
ICT4	Impact of Microsoft Migration				
	This includes both staffing and non-staffing budget savings and continues the payment holiday that has been taken on Microsoft Licences, which has already delivered savings of £130k.	0	0	30	30
ICT5	Process development within Contact Centre				
	Opportunities through the use of improved technology and investigating different delivery models, including considering the outsourcing of individual services.	0	90	180	270
Total ICT Services		199	499	649	1,139

Ref	Description of proposal	2011/12 £000's	2012/13 £000's	2013/14 £000's	2014/15 £000's
Procurement/Contract Management					
PCM1	Review of management structure				
	New structure agreed last year is largely recruited to now. Given the experience of how the team is operating there is the opportunity to make small changes to the structure.	51	51	51	51
PCM2	BID Service Review - Following incorporation of I-Proc Team				
	As part of the BID Review in 2010/11, the existing iProcurement team (4 FTEs) have joined the Corporate Procurement team. The key objective for this team is delivery of the Creditors workstream of the overall Finance BID project. Once this sub-workstream is complete a further review of the overall Procurement structure can be carried out.	0	21	31	31
PCM3	BID Service Review - Apply operating model to Contract Management				
	Using the principles agreed, apply the Council's Operating Model to Contract Management activity undertaken in all groups, with a view to potentially centralising this function within Corporate Procurement.	0	0	35	50
Total Procurement/Contract Management		51	72	117	132
Other Finance and Business Services					
OFS1	Renewal of Insurance contract 1.12.10				
	The current retendering exercise has identified that gross savings can be achieved totalling £384k. The majority of this will fall in the HRA and schools sector, the balance shown is the Full Year Effect benefit that should accrue to Central Services, a further £82k will benefit Fleet Management	116	116	116	116
	Fees & Charges Inflation Savings				
	Impact of increasing Fees & Charges by at least 2.5%	176			
Other Finance and Business Services		292	116	116	116
Total Finance and Business Services		2,466	2,890	3,205	3,710
Total Central Services		3,802	4,505	5,104	5,801

Ref	Description of proposal	2011/12 £000's	2012/13 £000's	2013/14 £000's	2014/15 £000's
Children and Families					
1.1	Social Work Permanent Staff Project				
	Early efforts in recruiting permanent staff are proving to be successful. The project aims to convert all posts currently covered by agency staff to permanent staff which will allow release of savings from service budget.	160	160	160	160
1.2	BID Review of Safeguarding and Quality Assurance				
	The back office business processes will be modernised and re-engineered to release support function requirements and additional cost reductions.	87	87	127	127
1.3	Reduce the administration costs of the Corporate Parenting Function				
	Following review of the position the management post will be deleted and replaced with officer level post to lead the administration of the Corporate Parenting Function	0	0	40	40
1.4	Complete full review of Looked after Children placements				
	Changes are being made to the way placements are commissioned and decisions are made regarding acceptable cost. This will improve control over placement costs for new, or changes in, placements. There will be a review of all external contracts with renegotiation of the cost of a standard placement and clear definition of costs for additional need. We will increase the number of in-house foster carers which will allow savings to be made against the costs associated with the use of fostering agencies.	461	1,384	3,230	3,230
1.5	Merger of Respite Services				
	Transfer of Howletts Lane provision to newly developed Merrifield's Site. Howlett's Lane to close. Savings identified through release of management costs, selling provision to other Local Authorities and bringing home an out of borough placement. This does not include any monies released by the subsequent disposal of Howlett's lane	231	272	272	272
1.6	Children with Disabilities				
	Children with Disabilities moved from Access and Inclusion and mainstreamed within Children and Families with reduction of 1 management post.	61	61	61	61
1.7	Reduction in size of Youth Offending Service support team				
	Service level restructure of support services has resulted in merging two posts and removing an administration post.	48	48	48	48
1.8	Family Intervention Project				
	Think Family Funded project that will be decommissioned	104	104	104	104
1.9	BID Review of Teenage Pregnancy Function				
	Review functions of TP to release savings in advance of incorporation into the ECS Preventative Services Hub	25	25	25	25
1.10	Restructure of Tier 2 management				
	Deletion of Head of Safeguarding Post full year effect	49	49	49	49
Total Children and Families		1,227	2,190	4,116	4,116

Ref	Description of proposal	2011/12 £000's	2012/13 £000's	2013/14 £000's	2014/15 £000's
Learning Effectiveness and Major Transformation					
2.1	Business Support Review				
	Rationalisation of Business Support across ECS	400	800	800	800
2.2	Restructure of Tier 2 management				
	Deletion of Head of Resources, Policy and Performance full year effect	28	28	28	28
2.3	End Student Awards Function				
	Responsibility for residual Student Awards functions will transfer to the YPLA from April 2011. This will release savings with the loss of 1 FTE.	62	62	62	62
2.4	Decommission Extended Services Function				
	Extended School management ending. Any statutory functions for Children's Centres retained by the LA will be part of a separate Early Intervention and Prevention review.	301	301	301	301
2.5	Phase 2 of the BID Proposals				
	Developing a new Additional Offer for ECS Services	0	918	1,812	1,812
Total Learning Effectiveness and Major Transformation		791	2,109	3,003	3,003
Access and Inclusion					
3.1	Restructure of Tier 3 management				
	Deletion of CwANs Service Manager and Head of SENLSS posts full year effect	13	13	13	13
3.2	Reduce size of Education Welfare Service				
	Restructure of the service and release of 2 FTE posts full year effect	58	72	72	72
3.3	Merging of CME and Choice Advisor Posts				
	Two posts have been merged releasing one post as a saving full year effect	16	16	16	16
Total Access and Inclusion		88	101	101	101

Ref	Description of proposal	2011/12 £000's	2012/13 £000's	2013/14 £000's	2014/15 £000's
Youth and Connexions					
4.1	Youth and Connexions Review (Youth)				
	Undertake a comprehensive review and restructure of Youth Services. Savings to be achieved through more effective ways of working and services delivered through our compliment of young people's centres.	288	863	963	963
4.2	Youth and Connexions Review (Connexions)				
	The arrangements for Connexions are changing in 2011/12 with responsibility for many of the services transferring to schools from September 2011. The current contract for universal services is being discontinued from 1 April 2011. The remainder of the service will be reviewed in light of the services transferring over to schools. The remaining budget for Connexions (c£1.2m including overheads) will be held in contingency pending the outcome of this review.	1,370	1,370	1,370	1,370
4.3	BID Review of the Fiesta programme				
	Reduce the costs of and increase the income from the FIESTA programme. There will also be a review of options for the more efficeint delivery of the service.	75	65	65	65
Total Youth and Connexions		1,733	2,298	2,397	2,397
School Improvement Service					
5.1	Primary and Secondary teams funded through SLA agreement with Schools				
	Developing an SLA with schools to fund the Secondary and Primary Teams which will release base budget. If SLA unsuccessful teams will be decommissioned.	639	639	639	639
5.2	Removal of posts not part of Core Offer or SLA agreement				
	Seeking to Decommission elements of SIS which do not make up part of the Core Offer or SLA.	369	369	369	369
5.3	Decommission the EMASS Service				
	End EMASS Services to Schools including the Traveller Service	420	420	420	420
5.4	SACRE				
	SIS Core Offer to supply support to SACRE Function removing requirement for buying in expertise	5	5	5	5
5.5	BID Review of Music Service				
	The current Council subsidy on this service (£474k p.a on direct costs and £737k including overheads) cannot be justified in the current economic climate. There is also a degree of uncertainty over grant funding going forward which if reduced would increase the Council subsidy further. The music service as currently configured will therefore be decommissioned at the end of the current academic year. The future arrangements for music support are currently being reviewed. £175k of funding for music and arts support has been included in the budget proposals.	323	449	449	449
Total School Improvement Service		1,755	1,881	1,881	1,881
	5% target reduction on new unringfenced grants	619	619	619	619
Total Education & Children's Services		6,212	9,198	12,117	12,117
Less Redundancy Costs		-538	-150	-150	
Total Education & Children's Services		5,674	9,048	11,967	12,117

Ref	Description of proposal	2011/12 £000's	2012/13 £000's	2013/14 £000's	2014/15 £000's
PECS01	PECS Management Team consolidation				
	Reduction in management costs from restructuring the management team of the new group.	378	378	378	378
PECS02	Business Support & PA's /Performance & Quality				
	Efficiency savings from consolidation of Business Support and Performance across the new group.	122	150	150	150
PECS03	Sports & Leisure restructure				
	Restructure of Sports & Leisure service.	131	131	131	131
PECS04	Green Spaces restructure and contract efficiencies				
	Restructure of Green Spaces service from 3 into 2 area teams moving Gardeners from the Crematorium and review of contracts across the service.	415	458	458	458
PECS05	Corporate Landlord				
	Review of staffing and contracts across new Corporate Landlord function	470	837	837	837
PECS06	Business & Community Engagement/Streetscene Locality				
	Reduction in management costs through combining these services.	41	41	41	41
PECS07	Planning - Review of agency usage				
	Reduction of agency usage within Transportation section.	52	52	52	52
PECS08	Planning Contract				
	Tendering of minor and other applications work.	67	67	67	67
PECS09	Community Safety Review				
	Review of Community Safety projects and funding with Cabinet member, proposed merging of service with CCTV, and revised funding of Police Tasking Team.	307	307	307	307
PECS10	Consumer Protection Initial BID Review				
	Initial BID review of staffing levels in Consumer Protection service.	97	97	97	97
PECS11	BID Compliance review				
	Efficiency savings through implementation of a revised compliance model.	148	262	376	376
PECS12	Waste Services				
	Deletion of Monitoring Officer post and savings on recycling bags.	38	38	38	38
PECS13	BID Localities model				
	Staffing efficiencies through implementation of Standard Operating model to remaining services across the Group.	0	900	900	900
PECS14	Common London Permit Scheme				
	Expected contribution to fixed overheads from implementation of new DfT charging regime for utilities works from Quarter 2 of 2011/12.	38	50	50	50

Ref	Description of proposal	2011/12 £000's	2012/13 £000's	2013/14 £000's	2014/15 £000's
PECS 15	Overtime & Standby review				
	Savings on review of Overtime & Standby processes across various service areas.	56	56	56	56
PECS 16	Parking				
	A range of proposals including increases in non-residents charges, review of Police Season Ticket numbers and deletion of vacant posts.	310	312	312	312
PECS 17	Review of Technical Admin				
	Review of Technical Administration support across the consolidated Group. Expected savings of 25% through staffing efficiencies by 2012/13.	142	284	284	284
PECS 19	Review of Fees & Charges				
	To review Fees & Charges across PECS (excluding Parking as reviewed separately in PECS16) with emphasis on maximising contributions from non-residents.	98	98	98	98
PECS 20	Highways, Streetscene, Traffic and Transportation Management				
	Merging of management posts across these service areas.	79	79	79	79
PECS 21	Street Lighting Efficiencies				
	Cease painting of Street Lighting Lamp posts	45	45	45	45
PECS 22	Review of School Library Service				
	Efficiency saving through reduction of one post within School Library Service	25	25	25	25
PECS 23	New Homes Bonus - Matched funding				
	DCLG Local Growth Initiative to match fund Council Tax on new homes built - 6 year programme.	1,848	3,500	4,500	5,000
PECS25	CCTV Reduced Opening Hours				
	Reduction in the opening hours of the CCTV service.	227	310	310	310
PECS26	Advertising income				
	Advertising income generation from initiatives.	50	100	150	200
PECS27	Review of Subscriptions				
	Reduction in spend on subscriptions and periodicals and greater use of electronic media.	6	6	6	6
PECS28	Arts & Libraries Management consolidation				
	Reduction in management costs through the consolidation of the Arts and Libraries services.	20	40	40	40
	Fees & charges inflation savings	194			
	<i>Estimated Redundancy Costs (excluding PECS01)</i>	-212	-104		
	<i>Full-year effect of 2010/11 BID savings target</i>	-276			
Total Savings/ Total		4,912	8,519	9,787	10,337

Description of proposal	2011/12 £000's	2012/13 £000's	2013/14 £000's	2014/15 £000's
Zero Based budget exercise of Team Bonus				
Following a review of the Team Bonus, it has been decided to discontinue this with effect from 1 April 2011	250	250	250	250
London Councils' Subscriptions				
Currently a 25% reduction in the subscriptions is being consulted on.	58	58	58	58
Credit Crunch Contingency				
This budget was added in 2009/10 for two years, with an expectation that it would fall out in 2011/12. It has now been extended for a further year.	0	75	75	75
Review of grants to voluntary sector				
Proposals were agreed at Cabinet in December 2010 which will deliver savings of £296k.	296	296	296	296
Other organisational restructure				
	350	450	-450	450
Capitalisation of Equipment Costs				
	300	350	375	400
Total Other Savings	1,254	1,479	604	1,529

Ref	Description of proposal	2011/12 £000's	2012/13 £000's	2013/14 £000's	2014/15 £000's
Area Based Grant					
ABG1	Review of Children's and Adult's Social Care Workforce Training				
	To respond to the reduction in Area Based Grant Funding that will be received in 2010/11	208	276	313	323
ABG2	Review of Preventing Violent Extremism, Community Cohesion and Local Strategic Partnership funding				
	To respond to the reduction in Area Based Grant Funding that will be received in 2010/11	105	105	105	105
ABG3	Review of Economic Assessment Duty, Climate Change Policy Statement and Other Corporate Items				
	To respond to the reduction in Area Based Grant Funding that will be received in 2010/11	116	116	116	116
ABG4	Review of Child Poverty Grant				
	To respond to the reduction in Area Based Grant Funding that will be received in 2010/11	60	60	60	60
ABG5	Review of E-petitions Funding				
	To respond to the reduction in Area Based Grant Funding that will be received in 2010/11	17	17	17	17
Total Central Services		506	574	611	621
ABG6	Safer Stronger Community Fund				
	Reduction in the amount distributed to the Safer Hillingdon Partnership	91	91	91	91
Total PECS		91	91	91	91
ABG7	School Development Grant (LA Element)				
	This funding is used to support SEN activities that fall outside of the DSG. The saving proposed is the element not used for therapy.	50	50	50	50
ABG8	Extended Schools Start-Up Costs				
	Reductions through clawback of grant allocated to collaboratives, rephasing expenditure and through the running of joint-conferences.	151	151	151	151
ABG9	Primary National Strategy - Central Co-ordination				
	These allocations support local authorities' central co-ordination costs in delivering the next phase of the Primary and Secondary National Strategies, including supporting the introduction of revised Literacy and Numeracy Frameworks in Primary, and greater focus on targeting underperforming schools and under-attaining pupils in both phases, and supporting personalisation. Funding is spent largely on staffing with a small element of training. The saving has arisen from staff resignations.	25	25	25	25
ABG10	Secondary National Strategy - Central Co-ordination				
	These allocations support local authorities central co-ordination costs in delivering the next phase of the Primary and Secondary National Strategies, including supporting the introduction of revised Literacy and Numeracy Frameworks in Primary, and greater focus on targeting underperforming schools and under-attaining pupils in both phases, and supporting personalisation. Funding is spent largely on staffing with a small element of training. The saving has arisen from staff resignations.	35	35	35	35

Ref	Description of proposal	2011/12 £000's	2012/13 £000's	2013/14 £000's	2014/15 £000's
ABG11	School Intervention Grant				
	This allocation is to provide support to local authorities to foster new and constructive support arrangements between strong and weak schools or other partners. Funding is spent largely on staffing with a small element of training from where savings have been offered.	14	14	14	14
ABG12	14-19 Flexible Funding Pot				
	This funding is deployed flexibly by the 14-19 partnership to ensure that the necessary systems to support choice, diversity and collaboration are in place. This includes delivering area prospectuses, developing common timetables, and dealing with the logistical challenges arising from collaboration. Funding is spent largely on staffing with a small element of training from where savings have been offered.	16	16	16	16
ABG13	Connexions				
	Reduce number of posts in Intensive Service by 2 Personal Advisers to enable saving of £35K in second half of 2010/11	35	35	35	35
ABG14	Children's Fund				
	This is money that has been released by decommissioning services.	54	54	54	54
ABG15	Teenage Pregnancy				
	Reductions in: Evaluation of TP Strategy (LBH/PCT) (5k). Contribution to targeted youth support and raising self esteem in young girls (LBH) (11k). Young Parents Event (LBH/PCT) (1k)	17	17	17	17
ABG16	Care Matters White Paper				
	Reduction in funding available to improve outcomes for looked-after children and improve family support services for children on the edge of care.	22	22	22	22
ABG17	Child Death Review Processes				
	This is a reduction in funding for the public campaigns which are developed as a result of particular child deaths in the Borough.	16	16	16	16
ABG18	Designated Teacher Funding				
	Reduction in funding to cover the statutory responsibility for training of Designated Teachers for LAC.	5	5	5	5
ABG19	January Guarantee				
	This funding was to secure education and training opportunities for young people leaving school in Y11 and 12 who have not been successful in accessing, or maintaining participation in employment, education or training.	23	23	23	23

Ref	Description of proposal	2011/12 £000's	2012/13 £000's	2013/14 £000's	2014/15 £000's
ABG20	LSC Staff Transfer: Special Purpose Grant				
	The authority received funding to take on duties previously performed by the LSC. Our service has been structured to allow £60k savings to be made.	60	60	60	60
ABG21	Youth Opportunity Fund				
	Savings arising from a moratorium on grants allocated by the Young People's panel.	50	50	50	50
ABG22	Think Family Grant				
	A £30k saving is being offered from the non staffing element of the budget which was to be used to develop tailor made parenting programmes for hard to reach families to whom the standard parenting programmes are not applicable.	30	30	30	30
Total E&CS		603	603	603	603
ABG23	SP Admin				
	To respond to the reduction in Area Based Grant Funding that will be received in 2010/11	200	200	200	200
ABG24	SP Programme				
	To respond to the reduction in Area Based Grant Funding that will be received in 2010/11	250	250	250	250
ABG25	Education Health partnership				
	To respond to the reduction in Area Based Grant Funding that will be received in 2010/11	85	85	85	85
ABG26	Young people substance misuse				
	To respond to the reduction in Area Based Grant Funding that will be received in 2010/11	100	100	100	100
ABG27	Carer services				
	To respond to the reduction in Area Based Grant Funding that will be received in 2010/11	125	125	125	125
ABG28	Learning Disability services				
	To respond to the reduction in Area Based Grant Funding that will be received in 2010/11	36	36	36	36
ABG30	Mental Health services				
	To respond to the reduction in Area Based Grant Funding that will be received in 2010/11	60	60	60	60
Total ASC,HH		856	856	856	856
Total Area Based Grant Savings		2,056	2,124	2,161	2,171

Introduction

This appendix sets out the current 2010/11 charge and any proposed changes to the fees and charges for 2011/12.

Recommendations

It is recommended that discretionary charges for Adult Social Care and Housing Services are amended as followed:

- (a) That the maximum charge for Homecare which is currently £260.00 per week is removed
- (b) That the charge for services subject to VAT are increased by 2.5%
- (c) Residential based respite care, continue with 28 nights free residential based respite care in any one financial year; thereafter a flat rate charge equal to Income Support / Pension Credit levels less the personal expense allowance
- (d) That for those clients in receipt of a personal budget the maximum charge will be set at 100% of their personal budget amount

The full cost of Adult Social Care services is recharged to Other Local Authorities; therefore the maximum charge in some cases refers to the amount that would be charged should another LA use that service.

A number of LBH social care charges are linked to the DWP and DCLG rate and are therefore based on current information although subject to confirmation. Cabinet are asked to delegate authority to Officers to amend the proposed charges contained in this report should these rates subsequently confirmed by the DWP and DCLG be different.

A number of LBH Housing charges are linked to DCLG directives and Cabinet are asked to delegate authority to Officers to amend the proposed charges contained in this report should these rates subsequently confirmed by the DCLG be different.

Adult Social Care Services

The regulations governing the Adult Social Care (Social Services) charging regime are complex and therefore, as an aid to decision making, the report provides Members with background information on the statutory framework which regulates it.

Residential Services

Local authorities (LA's) are obliged to charge persons provided with accommodation under Part 3 of the National Assistance Act 1948. Section 22 of the Act requires LA's to fix a standard rate for such accommodation at an amount equivalent to the full cost to the authority in providing or purchasing it. LA's must assess an individual's ability to pay for services and decide what amount should be charged using the 1992 Assessment of Resources Regulations. Residents must be given a clear explanation of their financial assessment and informed of any proposed changes.

Residents will pay their assessed charge direct to the LA except when placed in the independent sector when residents may pay their contribution direct to the home or to the LA with the LA paying the remainder. LA's remain responsible for the full amount of the debt should the resident default on payment. A charge should not be made for aftercare services provided under section 117 of the Mental Health Act 1983.

Clients may choose accommodation anywhere in England and Wales and at a more expensive rate than the council would usually expect to pay providing that the resident or a third party is willing and able to pay the 'top up' difference. Failure to meet top up arrangements could result in the resident being moved to other cheaper accommodation. Similarly self-funding clients with diminishing resources could find themselves being moved to lower cost accommodation. However, if their assessed needs can only be met in their current accommodation neither the resident nor a third party should be asked for a top up. Any arrangements made between the council, a resident and third parties will need to be reviewed regularly to take account of changes to accommodation fees and the council's usual costs which may not change in line and at the same rate. It must be made clear to residents and third parties whether the council intends to share the costs of future accommodation price increases.

Funding councils may refer to their own "usual costs" when making placements in another council's areas. A council's usual cost policy should be set at the start of each financial year, planning period or in response to significant market changes. The calculation of usual costs should be based on actual cost of providing care, other local factors and best value requirements. Councils should not set arbitrary ceilings on the amount they expect to pay for services nor should residents be charged more as a result of market inadequacies or commissioning failures. Councils need to be able to demonstrate that set costs are sufficient to meet assessed care needs to provide residents with the level of care services that they could reasonably expect to receive.

Non-Residential Services

Section 17 of the Health and Social Services and Social Security Adjudications Act 1983 gives councils a discretionary power to charge adult recipients of non-residential services. Section 17 of the Act provides that councils may recover such charges as they consider reasonable; this necessitates taking account of a user's financial means. Particular care needs to be taken to avoid an adverse impact on a user's income and guidelines have been published by the DH and are contained in "Fairer Contributions Guidance, Calculating an Individual's Contribution to their Personal Budget" published in July 2009. In the opinion of Officers the charging policy for non-residential care meets these revised DH guidelines and therefore formal consultation is not necessary. Councils can justify charging a flat rate for services such as meals which substitute for ordinary living costs.

In considering what is reasonable in their local circumstances councils may need to go beyond the DH minimum requirements that a user's net income should not be reduced below defined basic levels of income support or the Guarantee Credit of Pension Credit plus a 25% buffer. This minimum level is set so as not to undermine policies for social inclusion and the promotion of independence

It is not proposed to increase the currently hourly rate of £13.80. However it is necessary to consider increasing the maximum charge per week from £260 to full cost recovery. This is because if the limit remains unchanged then the implementation of the personalisation agenda could encourage clients who currently fund themselves to apply for a personal budget. For example should their care package exceed £260 then the council would effectively be subsidising those who currently are ineligible for council funded support due to their financial circumstances. At the present time there are 6 clients out of approx 800 being billed at the £260 maximum level.

It is not acceptable to make a charge on disability benefits without assessing the reasonableness of doing so for each user. The guidance expects earnings of disabled people and their carers to be disregarded for assessment purposes so as to provide an incentive for them to enter and progress in the work environment. Councils have a responsibility to seek to maximise the incomes of users, where they would be entitled to benefits and therefore should ensure that comprehensive benefits advice is provided to all users at the time of a charge assessment. Councils need to monitor the impact of charging policies on users and need to know how much it costs to administer their system.

In November the DH published new guidance on charging for residential based respite care which requires a necessary change to the LBH financial assessment process. Currently if someone receives residential based respite care there is no charge for the first 28 nights but from the 29th night a Fairer Contribution is undertaken to determine their financial charge. The DH guidance which is now incorporated within CRAG[1] now includes the following:

“An assessment of ability to pay is not required for the first eight weeks of a stay. It is for the local authority to decide whether it will carry out a financial assessment or whether it will charge an amount that it appears reasonable for the resident to pay. If it is decided to carry out a financial assessment the calculation should be in accordance with Sections 4 to 12 of CRAG.”

As a result the council needs to amend its approach and could amend its policy to one of the following:

- (a) continue with 28 nights free residential based respite in any financial year and a flat rate charge thereafter
- (b) continue with 28 nights free residential based respite care in any financial year and a CRAG financial assessment thereafter
- (c) levy a flat rate charge that the council deems reasonable for the resident to pay from day one
- (d) financially assess under CRAG regulations from day one
- (e) waive the charge for up to 8 weeks

Prior to removing the charge for the first 28 nights the council charged a flat rate sum equal to Income Support levels less the personal expense allowance. This was a simple and administratively efficient approach as it did not require a financial assessment to effect the charge.

It is therefore recommended that option a) above is adopted and that the flat rate should be equal to Income Support / Pension Credits levels less the personal expense allowance after the first 28 nights in any one financial year. This would represent an interim solution pending a full assessment of all the options available to the department relating to this (November) published DH guidance.

At the present time the number of people in receipt of a personal budget is in a minority but over the course of the next 2 years this is expected to rise to a majority and the current method of charging for non-residential care cannot be applied to this growing group. There is therefore a need to recommend a methodology by which a charge can be raised.

The DH guidance[2] allows authorities to choose the percentage of a persons personal budget that should be subject to a charge and thereby determines the maximum charge according to their individual financial circumstances.

Experience from those authorities further ahead in this implementation suggest that this percentage should be set at 100% as by doing so it makes the outcome more transparent, less complicated and therefore less open to challenge. Once substantial numbers are in receipt of a personal budget this percentage can be reviewed and changed if required.

Income Management

Assessment of a person's need for care should not be confused with the financial assessment, of a person's ability to pay a charge. Once someone has been assessed as needing a service that service should not be withdrawn because the user refuses to pay the charge. The Council should continue to provide the service while pursuing the debt which may involve taking action through the civil courts.

The Council's solicitor advises that the Council has no course of redress should a client default on payment in such circumstances where a client is charged the full rate without them having completed a financial assessment. The solicitor advises also that where a person has power of attorney over a client's affairs and defaults on making a payment on their behalf the council would have to sue the client who in turn would have to counter sue the person with power of attorney. This course of action is not considered feasible due to the fact vulnerable clients are reluctant to pursue the matter.

Housing (General Fund) Services**Introduction**

The appendix below lists all the Housing General Fund rents and fees, with officers proposed changes to the current charges. Brief details of each item are given below.

Colne Park Caravan Site

As regards the main rental charge and following consultation with Hillingdon Housing Service, and in line with HRA dwelling increases, a 5% inflationary increase is recommended for all plots at the caravan site. This inflationary rise is set in comparison to the main council dwelling rents.

Increased water charges from the Water supplier requires an increase of 7p per week.

As part of the Government funded improvements to the caravan site, two new double plots were created by combining single plots. Rental charge for the two new doubles plots need to be adjusted to reflect the size of the double plots.

It is recommended that rent for the two double plots is set at 175% of a single plot rent for the year 2011/12. It should be noted that all residents at the site are housing benefit claimants and 100% of the rent charged is rebatable, as such any permitted rent increase at the site will not cause hardship to caravan site residents.

Careline

The cost of providing Careline to private residents is charged to the General Fund (GF), whilst the cost of Careline provided to council tenants is charged to the HRA. Following a review of the Careline charging policy in 2003/04, the Council decided to harmonise Careline charges between the HRA and GF residents, by reducing Careline charges to private sector users. The primary aim of this policy was to ensure that the residential alarm service was affordable to all residents; the current monthly cost is £4.91 (£5.77 inclusive of VAT) and has remained unchanged since April 2005. It is recommended that this remains unchanged.

Private Sector Enforcement Notice

A charge can be made when a formal enforcement notice is served under the Housing Act 2004, as was the case with the previous legislation it replaced. The service has in the past charged the maximum allowed under the statutory order and confirmation of this charge for 2011/12 is awaited from the DCLG.

HMO Licensing

This relates to Houses in Multiple Occupation, which depending on size are now subject to more detailed regulation and licensing. The Council's costs are recoverable via a fee which is set according to a formula agreed by the West London Housing sub-regional group.

Works in Default

Officers will, after appropriate notice, ensure that works to property are carried out, where there is a safety or health concern. Costs incurred are recoverable which, following legal advice, are based on the cost of the officers' time involved in resolving the issue.

Homelessness / Temporary Accommodation

Two main types of temporary accommodation are used for homeless residents of the borough:

- a) Private Sector Short-term Leases (PSL).
- b) Bed & Breakfast accommodation (B&B).

a) PSL

In 2002/03 the Government provided new incentives to local authorities which made PSL properties affordable for local authorities for use in accommodating homeless clients. Rent charges for PSL properties are constrained; the Government sets maximum rent levels for Housing Benefit eligibility. In recent years the practice has been at Hillingdon for officers to set the precise level of rent, with appropriate member consultation, within the cap level, once the announcement has been received. Rents were increased by over inflation levels for 2006/07, to take account of the impact of the 2010 target – e.g. reducing numbers in PSL and less ability to spread costs.

From 2010/11 the Government reviewed the subsidies paid for Housing Benefit on PSL properties and significantly revised the cap level and now apply this across homes according to the number of bedrooms. This had the effect of reducing the council's income by around £6m per annum. The 2010/11 rates along with an estimated rates for 2011/12 are shown in the table below.

Weekly Rent Charged	1 Bed	2 bed	3 bed	4 bed	5 bed
2011/12 Rent pw (Estimated)	£190.17	£226.41	£267.84	£309.26	£350.69
2010/11 Rent pw	£190.58	£226.92	£268.47	£310.00	£375.00

The housing benefit cap levels, which are based on the local housing allowance (LHA), that will be apply for PSL properties will be fixed on the January 2011 LHA levels. However, these are likely to be similar to the November 2010 rates shown in the table above.

b) Bed & Breakfast

From 2010/11 the housing benefit threshold for B&B has been similarly set at the January 2011 LHA rates. Officers are recommending a rental charge to recover cost of procuring and managing B&B accommodations be set at the appropriate LHA bed levels for 2011/12.

2011/12 MTFF

The planned increases for discretionary charges proposed for 2011/12 are as set out in the recommendations above and are estimated to increase income by £100k. The total income base is approx £20.6m; this marginal increase in income is because the majority of the departments charges (and therefore income) is effectively set by Government.

[1] Charging for Residential Accommodation Guidance, published by DH annually

[2] Fairer contributions guidance: calculating an individual's contribution to their personal budget – Nov 2010

Type of Fee / Charge	Type	Current Minimum Charge £	Proposed Minimum Charge £	% Increase Min Charge	Current Max Charge £	Proposed Maximum Charge £	% Increase Max Charge	Date of last change to charge	Effective Date
Home care									
Per hour	R	Nil	Nil	0.00%	13.80	13.80	0.00%	05-Apr-10	04-Apr-11
Maximum per week	R	Nil	Nil	0.00%	260.00	No Max	No Max	05-Apr-10	04-Apr-11
Meals on wheels									
Daily delivery	R	2.80	2.80	0.00%	2.80	2.80	0.00%	05-Apr-10	04-Apr-11
Frozen meals weekly/fortnightly	R	2.80	2.80	0.00%	2.80	2.80	0.00%	05-Apr-10	04-Apr-11
Lunch club dining centre meal	R	2.80	2.80	0.00%	2.80	2.80	0.00%	05-Apr-10	04-Apr-11
Day centre meal	R	2.80	2.80	0.00%	2.80	2.80	0.00%	05-Apr-10	04-Apr-11
Respite (Residential) Care									
Young Adults (18-25)	R	Nil	Nil	0.00%	260.00	58.94	-77.33%	05-Apr-10	04-Apr-11
Adults (25-60)	R	Nil	Nil	0.00%	260.00	72.87	-71.97%	05-Apr-10	04-Apr-11
Older People (over 60)	R	Nil	Nil	0.00%	260.00	113.05	-56.52%	05-Apr-10	04-Apr-11
Colham Road:									
Respite: under 25	R	Nil	Nil	0.00%	1,996.30	1,996.30	0.00%	05-Apr-10	04-Apr-11
Respite: over 25	R	Nil	Nil	0.00%	1,996.30	1,996.30	0.00%	05-Apr-10	04-Apr-11
Colham Road:									
under 25	R	55.85	57.19	2.40%	1,996.30	1,996.30	0.00%	05-Apr-10	04-Apr-11
over 25	R	69.45	71.12	2.40%	1,996.30	1,996.30	0.00%	05-Apr-10	04-Apr-11
Merrimans House:									
Full board: under 25	R	55.85	57.19	2.40%	1,545.60	1,561.05	1.00%	05-Apr-10	04-Apr-11
Full board: over 25	R	69.45	71.12	2.40%	1,545.60	1,561.05	1.00%	05-Apr-10	04-Apr-11
Respite: under 25	R	Nil	Nil	0.00%	260.00	58.94	-77.33%	05-Apr-10	04-Apr-11
Respite: over 25	R	Nil	Nil	0.00%	260.00	73.64	-71.68%	05-Apr-10	04-Apr-11
Hatton Grove:									
under 25	R	55.85	57.19	2.40%	1,508.99	1,524.10	1.00%	05-Apr-10	04-Apr-11
over 25	R	69.45	71.12	2.40%	1,508.99	1,524.10	1.00%	05-Apr-10	04-Apr-11
Merchiston House:									
under 25	R	55.85	57.19	2.40%	2,434.88	2,459.27	1.00%	05-Apr-10	04-Apr-11
over 25	R	69.45	71.12	2.40%	2,434.88	2,459.27	1.00%	05-Apr-10	04-Apr-11

Type
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 OP = Older People

Type of Fee / Charge	Type	Current Minimum Charge £	Proposed Minimum Charge £	% Increase Min Charge	Current Max Charge £	Proposed Maximum Charge £	% Increase Max Charge	Date of last change to charge	Effective Date
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Charles Curran:

under 25	R	55.85	57.19	2.40%	1,508.99	1,524.10	1.00%	05-Apr-10	04-Apr-11
over 25	R	69.45	71.12	2.40%	1,508.99	1,524.10	1.00%	05-Apr-10	04-Apr-11

Chapel Lane:

under 25	R	55.85	57.19	2.40%	1,052.10	1,062.65	1.00%	05-Apr-10	04-Apr-11
over 25	R	69.45	71.12	2.40%	1,052.10	1,062.65	1.00%	05-Apr-10	04-Apr-11

Fully staffed supported housing unit:

Goshawk Gardens	R	Nil	Nil	0.00%	796.04	796.04	0.00%	05-Apr-10	04-Apr-11
236 Swakeleys Road	R	Nil	Nil	0.00%	796.04	796.04	0.00%	05-Apr-10	04-Apr-11
1 & 3 Standale Grove	R	Nil	Nil	0.00%	796.04	796.04	0.00%	05-Apr-10	04-Apr-11

Satellite supported housing unit:

9 Petworth Gardens	R	Nil	Nil	0.00%	143.08	143.08	100.00%	05-Apr-10	04-Apr-11
71 Marshall Drive	R	Nil	Nil	0.00%	143.08	143.08	100.00%	05-Apr-10	04-Apr-11
8 Newhaven close	R	Nil	Nil	0.00%	143.08	143.08	100.00%	05-Apr-10	04-Apr-11

Learning Disability Service:

Parkview	R	Nil	79.60	0.00%	Nil	79.60	100.00%	05-Apr-10	04-Apr-11
Phoenix	R	Nil	79.60	0.00%	Nil	79.60	100.00%	05-Apr-10	04-Apr-11
Challenging Behaviour	R	Nil	79.60	0.00%	Nil	79.60	100.00%	05-Apr-10	04-Apr-11
Woodside	R	Nil	43.66	0.00%	Nil	43.66	100.00%	05-Apr-10	04-Apr-11
Rural Activities	R	Nil	43.66	0.00%	Nil	43.66	100.00%	05-Apr-10	04-Apr-11

Older People:

Grassy Meadow	OP	Nil	45.82	0.00%	Nil	45.82	100.00%	05-Apr-10	04-Apr-11
Asha	OP	Nil	45.82	0.00%	Nil	45.82	100.00%	05-Apr-10	04-Apr-11
Poplar Farm	OP	Nil	45.82	0.00%	Nil	45.82	100.00%	05-Apr-10	04-Apr-11
Asian Carers Grant Respite (Day Care)	OP	Nil	45.82	0.00%	Nil	45.82	100.00%		
Poplar Farm Saturday Service	OP	Nil	75.14	0.00%	Nil	75.14	100.00%	05-Apr-10	04-Apr-11

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Type of Fee / Charge	Type	Current Minimum Charge £	Proposed Minimum Charge £	% Increase Min Charge	Current Max Charge £	Proposed Maximum Charge £	% Increase Max Charge	Date of last change to charge	Effective Date
Colne Park Caravan Site:									
main charge	R	109.90	109.90	0.00%	115.40	115.40	0.00%	01-Apr-09	01-Apr-11
water	R	4.82	4.82	0.00%	4.89	4.89	0.00%	01-Apr-09	01-Apr-11
electricity per kwh	R	0.11	0.11	0.00%	0.11	0.11	0.00%	01-Apr-09	01-Apr-11
Caravan Sites:									
Chemical Toilet Emptying Service	R	5.50	5.50	0.00%	5.50	5.50	0.00%	01-Apr-10	01-Apr-05
Careline:									
Basic Monitoring (monthlycharge)	R	4.91	4.91	0.00%	4.91	4.91	0.00%	01-Apr-11	01-Apr-05
Private Sector Enforcement Notice	R	0.00	0.00	0.00%	300.00 Full Cost	300.00 Full Cost	0.00%	01-Apr-11	01-Apr-09
HMO licensing	R	0.00	0.00	0.00%	Recovery Full Cost	Recovery Full Cost	Recovery Full Cost	01-Apr-11	01-Apr-09
Works in default	R	0.00	0.00	0.00%	Recovery	Recovery	Recovery	01-Apr-11	01-Apr-09
Homelessness (set to recover costs up to HB threshold levels):									
Temporary Accommodation	R	175.00	174.63	-0.21%	375.00	375.00	0.00%	01-Apr-11	01-Apr-10
Bed & Breakfast	R	175.00	174.63	-0.21%	375.00	375.00	0.00%	01-Apr-11	01-Apr-10

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All prices including VAT										
Type of Fee/Charge	Type	Vat Status	Current Charges Residents effective from 1st Feb 2011 £	% Increase from Apr 2010	Current Charges Non-Residents from 1st Feb 2011 £	% Increase from Apr 2010	Proposed New Charges Residents from 1st April 2011 £	% Increase from 1st Feb 2011	Proposed New Charges Non Residents from 1st April 2011 £	% Increase from 1st Feb 2011

Advertising charges in Hillingdon People

Full page	B	STD	1,644.26	2.13%	1,644.26	2.13%	1,685.00	2.48%	1,685.00	2.48%
Half page	B	STD	939.57	2.13%	939.57	2.13%	963.00	2.49%	963.00	2.49%
Quarter page	B	STD	587.23	2.13%	587.23	2.13%	602.00	2.51%	602.00	2.51%
Eighth page	B	STD	293.62	2.13%	293.62	2.13%	301.00	2.51%	301.00	2.51%
Display box	B	STD	140.94	2.13%	140.94	2.13%	144.00	2.17%	144.00	2.17%
Back page	B	STD	1,879.15	2.13%	1,879.15	2.13%	1,926.00	2.49%	1,926.00	2.49%
Inside front full page	B	STD	1,761.70	2.13%	1,761.70	2.13%	1,806.00	2.51%	1,806.00	2.51%
Inside front half page	B	STD	998.30	2.13%	998.30	2.13%	1,023.00	2.47%	1,023.00	2.47%

Court Summons

Council Tax	R	ZERO	95.00	0.00%	95.00	0.00%	95.00	0.00%	95.00	0.00%
NNDR	R	ZERO	165.00	0.00%	165.00	0.00%	165.00	0.00%	165.00	0.00%

Building Control**Table 1 (Erection of New Housing & Flats) - Building Notice Charge -Plan charge 50%:Inspection charge**

1	R	STD	606.01	2.13%			606.01	0.00%		
2	R	STD	727.20	2.13%			727.20	0.00%		
3	R	STD	848.41	2.13%			848.41	0.00%		
4	R	STD	969.60	2.13%			969.60	0.00%		
5 to 10	R	STD	1,212.00	2.13%			1,212.00	0.00%		
1 to 5 Flats	R	STD	848.41	2.13%			848.41	0.00%		
5 to 10 Flats	R	STD	1,090.81	2.13%			1,090.81	0.00%		

Table 2 (Domestic Extension(s)) - Plan charge 40%:Inspection charge 60%

Less than 40m2	R	STD	606.01	2.13%			606.01	0.00%		
40m2 to 60m2	R	STD	606.01	2.13%			606.01	0.00%		
60m2 (up to 100m2)	R	STD	727.20	2.13%			727.20	0.00%		

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Vat Status
 STD - Standard Rated
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 EXP - Exempt
 NB - Non Business

All prices including VAT										
Type of Fee/Charge	Type	Vat Status	Current Charges Residents effective from 1st Feb 2011 £	% Increase from Apr 2010	Current Charges Non-Residents from 1st Feb 2011 £	% Increase from Apr 2010	Proposed New Charges Residents from 1st April 2011 £	% Increase from 1st Feb 2011	Proposed New Charges Non Residents from 1st April 2011 £	% Increase from 1st Feb 2011

Domestic Extension(s) - with the following other works within the existing house (Installation of new WC, shower, bath or basin within existing room)

Less than 40m2	R	STD	606.01	2.13%			606.01	0.00%		
40m2 to 60m2	R	STD	606.01	2.13%			606.01	0.00%		
60m2 (up to 100m2)	R	STD	727.20	2.13%			727.20	0.00%		

Domestic Loft Conversions

Less than 40m2	R	STD	606.01	2.13%			606.01	0.00%		
40m2 to 60m2	R	STD	606.01	2.13%			606.01	0.00%		
60m2 (up to 100m2)	R	STD	727.20	2.13%			727.20	0.00%		

Domestic Loft Conversion - with the following other works within the existing house (Installation of new WC, shower,

Less than 40m2	R	STD	606.01	2.13%			606.01	0.00%		
40m2 to 60m2	R	STD	606.01	2.13%			606.01	0.00%		
60m2 (up to 100m2)	R	STD	727.20	2.13%			727.20	0.00%		

Table 2 Other Domestic Buildings (Detached Garage/Carport or attached Conservatory)

Plan charge 40% Inspection charge 60%

Less than 40m2	R	STD	484.80	2.13%			484.80	0.00%		
40m2 (up to 100m2)	R	STD	727.20	2.13%			727.20	0.00%		
Less than 40m2	R	STD	484.80	2.13%			484.80	0.00%		
40m2 (up to 100m2)	R	STD	727.20	2.13%			727.20	0.00%		

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Vat Status
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All prices including VAT										
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Table 2 Other Works to Single Dwelling

Plan charge 50% Inspection charge 50%

Installation of new WC/shower/bath or basin within existing room	R	STD	242.40	2.13%			242.40	0.00%		
Formation of New WC/Shower room/bathroom	R	STD	242.40	2.13%			242.40	0.00%		
Removal of Chimney Breast(s)	R	STD	242.40	2.13%			242.40	0.00%		
Formation of Structural Opening in wall e.g. simple through lounge	R	STD	242.40	2.13%			242.40	0.00%		
Formation of Structural Opening in wall with removal of chimney breast(s)	R	STD	363.61	2.13%			363.61	0.00%		
Formation of Structural Opening in wall requiring new foundation, piers etc	R	STD	363.61	2.13%			363.61	0.00%		
Formation of Structural Opening in wall requiring new foundation, piers etc with removal of chimney breast(s)	R	STD	363.61	2.13%			363.61	0.00%		
Replacement of roof weathering (Flat & Pitched)	R	STD	242.40	2.13%			242.40	0.00%		
Underpinning up to 6m	R	STD	484.80	2.13%			484.80	0.00%		
Replacement or installation of 5 or fewer new windows/rooflights)	R	STD	242.40	2.13%			242.40	0.00%		
(Re-) plastering or (re-) rendering to walls (at least half of room and up to 50m2)	R	STD	121.21	2.13%			121.21	0.00%		
Electrical wiring (up to 4 bed dwelling - 12 circuits)	R	STD	363.61	2.13%			363.61	0.00%		

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All prices including VAT										
Type of Fee/Charge	Type	Vat Status	Current Charges Residents effective from 1st Feb 2011 £	% Increase from Apr 2010	Current Charges Non-Residents from 1st Feb 2011 £	% Increase from Apr 2010	Proposed New Charges Residents from 1st April 2011 £	% Increase from 1st Feb 2011	Proposed New Charges Non Residents from 1st April 2011 £	% Increase from 1st Feb 2011

Table 2 Conversion work Dwellings
Plan charge 50% Inspection charge 50%

Attached/detached Garage to habitable use	R	STD	484.80	2.13%			484.80	0.00%		
Conversion to habitable use (e.g. conservatory)	R	STD	484.80	2.13%			484.80	0.00%		
Conversion of existing building into 5 or fewer self contained flats	R	STD	727.20	2.13%			727.20	0.00%		
Conversion of one flat/house into two	R	STD	727.20	2.13%			727.20	0.00%		

Table 3 Commercial Charges - Shops & Offices (Small Extensions)
Plan charge 50%:Inspection charge 50%

Less than 40m2	R	STD	606.01	2.13%			606.01	0.00%		
40m2 to 60m2	R	STD	727.20	2.13%			727.20	0.00%		
60m2 (up to 100m2)	R	STD	969.60	2.13%			969.60	0.00%		

Table 3 Commercial Charges - Detached shed or covered yard
Plan charge 50%:Inspection charge 50%

Less than 40m2	R	STD	484.80	2.13%			484.80	0.00%		
40m2 (up to 100m2)	R	STD	727.20	2.13%			727.20	0.00%		

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 B = Business
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 M = Mixed

Vat Status
 STD - Standard Rated
 ZERO - Zero Rated
 EXP - Exempt
 NB - Non Business

All prices including VAT										
Type of Fee/Charge	Type	Vat Status	Current Charges Residents effective from 1st Feb 2011 £	% Increase from Apr 2010	Current Charges Non-Residents from 1st Feb 2011 £	% Increase from Apr 2010	Proposed New Charges Residents from 1st April 2011 £	% Increase from 1st Feb 2011	Proposed New Charges Non Residents from 1st April 2011 £	% Increase from 1st Feb 2011

Table 3 Commercial Charges - Other Minor works**Plan charge 50%:Inspection charge 50%**

New shopfront (up to 10m)	R	STD	242.40	2.13%			242.40	0.00%		
Installation of ATM to existing shopfront	R	STD	121.21	2.13%			121.21	0.00%		
Installation of new rooflight/smoke vents to existing roof (up to 5)	R	STD	242.40	2.13%			242.40	0.00%		

Table 3 Commercial Charges (continued) - Fitting out works (including WC's, staff kitchen etc)

Up to 500m2	R	STD	363.61	2.13%			363.61	0.00%		
More than 500m2 (up to 1000m2)	R	STD	484.80	2.13%			484.80	0.00%		
Formation of staff kitchen (up to 10m2)	R	STD	242.40	2.13%			242.40	0.00%		
Formation of commercial kitchen	R	STD	363.61	2.13%			363.61	0.00%		
Formation of structural opening (1 opening)	R	STD	242.40	2.13%			242.40	0.00%		
Formation of structural openings (up to 5 openings)	R	STD	363.61	2.13%			363.61	0.00%		
Formation of new WC/shower room/bathroom fit out	R	STD	242.40	2.13%			242.40	0.00%		
Installation of new WC/shower/bath or basin within existing room fit out	R	STD	121.21	2.13%			121.21	0.00%		
New partitions to form office/room(s) in existing building (up to 10m in length)	R	STD	242.40	2.13%			242.40	0.00%		
New air conditioning installation	R	STD	121.21	2.13%			121.21	0.00%		
New emergency lighting/smoke detection (up to 500m2)	R	STD	121.21	2.13%			121.21	0.00%		
New suspended ceiling (up to 500m2)	R	STD	121.21	2.13%			121.21	0.00%		
Replacement fire doors to corridors or stairs (up to 5 doors)	R	STD	121.21	2.13%			121.21	0.00%		

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 EXP - Exempt
 NB - Non Business

All prices including VAT										
Type of Fee/Charge	Type	Vat Status	Current Charges Residents effective from 1st Feb 2011 £	% Increase from Apr 2010	Current Charges Non-Residents from 1st Feb 2011 £	% Increase from Apr 2010	Proposed New Charges Residents from 1st April 2011 £	% Increase from 1st Feb 2011	Proposed New Charges Non Residents from 1st April 2011 £	% Increase from 1st Feb 2011

**Table 3 General to all commercial - New mezzanine floor
- Plan charge 50%:Inspection charge 50%**

Up to 500m2	R	STD	363.61	2.13%			363.61	0.00%		
More than 500m2 (up to 1000m2)	R	STD	484.80	2.13%			484.80	0.00%		
Replacement roof covering (flat or pitched roof up to 500m2)	R	STD	242.40	2.13%			242.40	0.00%		
Underpinning (up to 10m in length)	R	STD	727.20	2.13%			727.20	0.00%		
New wall/partition (up to 10m in length)	R	STD	242.40	2.13%			242.40	0.00%		
Replacement or installation of 5 or fewer new windows/rooflights	R	STD	242.40	2.13%			242.40	0.00%		

Table 3 Other Commercial - Plan charge 40%:Inspection charge 60%

Factory (up to 2000m2)	R	STD	2,424.00	2.13%			2,424.00	0.00%		
Warehouses (up to 1000m2)	R	STD	484.80	2.13%			484.80	0.00%		
Schools (up to 2000m2)	R	STD	2,424.00	2.13%			2,424.00	0.00%		
Assembly Buildings (up to 2000m2)	R	STD	2,424.00	2.13%			2,424.00	0.00%		
Commercial Buildings (up to 2000m2)	R	STD	2,424.00	2.13%			2,424.00	0.00%		
Public Houses (up to 2000m2)	R	STD	2,424.00	2.13%			2,424.00	0.00%		
Hotels (up to 2000m2)	R	STD	2,424.00	2.13%			2,424.00	0.00%		
Hospitals (up to 2000m2)	R	STD	2,424.00	2.13%			2,424.00	0.00%		

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Breakspear Crematorium**Cremation Fees**

Stillborn. inc Organist	R	EXP	40.00	0.00%	40.00	0.00%	42.00	5.00%	42.00	5.00%
Children 6 years and under. inc Organist	R	EXP	65.00	0.00%	65.00	0.00%	68.00	4.62%	68.00	4.62%
Children 7 - 11 years. inc Organist	R	EXP	102.00	0.00%	102.00	0.00%	107.00	4.90%	107.00	4.90%
Children 12 - 17 years. inc Organist	R	EXP	195.00	0.00%	195.00	0.00%	205.00	5.13%	205.00	5.13%
Over 17 years. inc Organist	R	EXP	495.00	0.00%	495.00	0.00%	520.00	5.05%	520.00	5.05%

Cremation of retained organs

Additional Service Time	R	EXP	160.00	0.00%	160.00	0.00%	168.00	5.00%	168.00	5.00%
Cancellations	R	EXP	110.00	0.00%	110.00	0.00%	115.00	4.55%	115.00	4.55%
Certificates of Cremation - overseas	R	EXP	18.00	0.00%	18.00	0.00%	20.00	11.11%	20.00	11.11%
Scattering of Ashes	R	EXP	44.00	0.00%	44.00	0.00%	46.00	4.55%	46.00	4.55%
Retaining cremated remains(per month)	R	EXP	10.00	0.00%	10.00	0.00%	12.00	20.00%	12.00	20.00%
Postage & Packing in Polytainer UK only	R	EXP	50.00	0.00%	50.00	0.00%	55.00	10.00%	55.00	10.00%
Baby Urn - poly	R	STD	9.60	2.13%	9.60	2.13%	9.60	0.00%	9.60	0.00%
Supply New Garden Seat inc 10 years lease	R	STD	1,401.60	2.13%	1,401.60	2.13%	1,471.68	5.00%	1,471.68	5.00%
Trees & Shrubs - rose bushes inc 5 years lease	R	STD	209.99	2.13%	209.99	2.13%	222.00	5.72%	222.00	5.72%
Trees & Shrubs - rose trees inc 5 years lease	R	STD	264.00	2.13%	264.00	2.13%	276.00	4.55%	276.00	4.55%
Trees & Shrubs - ornamental shrubs inc 5 years lease	R	STD	264.00	2.13%	264.00	2.13%	276.00	4.55%	276.00	4.55%
Trees & Shrubs - ornamental trees (10 years)	R	STD	355.20	2.13%	355.20	2.13%	372.00	4.73%	372.00	4.73%
Plaque for trees, shrubs, roses or seats	R	STD	81.60	2.13%	81.60	2.13%	86.40	5.88%	86.40	5.88%

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Book of Remembrance - 2 line entry	R	STD	55.20	2.13%	55.20	2.13%	57.60	4.35%	57.60	4.35%

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Book of Remembrance - 5 line entry	R	STD	96.00	2.13%	96.00	2.13%	100.80	5.00%	100.80	5.00%
Book of Remembrance - 8 line entry	R	STD	141.60	2.13%	141.60	2.13%	148.80	5.08%	148.80	5.08%
Book of Remembrance - 10 line entry	R	STD	174.01	2.13%	174.01	2.13%	182.40	4.82%	182.40	4.82%
Extra - Floral Emblem	R	STD	72.00	2.13%	72.00	2.13%	75.60	5.00%	75.60	5.00%
Extra - Full Heraldic Device	R	STD	108.00	2.13%	108.00	2.13%	114.00	5.56%	114.00	5.56%
Memorial Cards - 2 line entry	R	STD	36.00	2.13%	36.00	2.13%	38.40	6.67%	38.40	6.67%
Memorial Cards - 5 line entry	R	STD	55.20	2.13%	55.20	2.13%	57.60	4.35%	57.60	4.35%
Memorial Cards - 8 line entry	R	STD	89.99	2.13%	89.99	2.13%	93.60	4.01%	93.60	4.01%
Memorial Cards - 10 line entry	R	STD	115.20	2.13%	115.20	2.13%	120.00	4.17%	120.00	4.17%
Memorial Booklets - 2 line entry	R	STD	55.20	2.13%	55.20	2.13%	57.60	4.35%	57.60	4.35%
Memorial Booklets - 5 line entry	R	STD	74.40	2.13%	74.40	2.13%	78.00	4.84%	78.00	4.84%
Memorial Booklets - 8 line entry	R	STD	113.99	2.13%	113.99	2.13%	120.00	5.27%	120.00	5.27%
Memorial Booklets - 10 line entry	R	STD	144.00	2.13%	144.00	2.13%	150.00	4.17%	150.00	4.17%
Additional lines in Booklets - 2 line entry	R	STD	31.20	2.13%	31.20	2.13%	33.60	7.69%	33.60	7.69%
Additional lines in Booklets - 5 line entry	R	STD	48.00	2.13%	48.00	2.13%	50.40	5.00%	50.40	5.00%
Additional lines in Booklets - 8 line entry	R	STD	81.60	2.13%	81.60	2.13%	86.40	5.88%	86.40	5.88%
Additional lines in Booklets - 10 line entry	R	STD	105.60	2.13%	105.60	2.13%	110.40	4.55%	110.40	4.55%

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Garden Niches

10 years incl Urn & Inspection (new facility)	R	STD	1,518.01	2.13%	1,518.01	2.13%	1,596.00	5.14%	1,596.00	5.14%
Columbarium Niches - single-inc 10 years lease	R	EXP	330.00	0.00%	330.00	0.00%	346.00	4.85%	346.00	4.85%
Columbarium Niches - double-inc 10 years lease	R	EXP	550.00	0.00%	550.00	0.00%	578.00	5.09%	578.00	5.09%
Langley casket up to 50 characters	R	EXP	195.00	0.00%	195.00	0.00%	205.00	5.13%	205.00	5.13%
Metal Urn	R	EXP	30.00	0.00%	30.00	0.00%	32.00	6.67%	32.00	6.67%
Cloister Spaces - single-inc 10 years lease	R	EXP	142.00	0.00%	142.00	0.00%	150.00	5.63%	150.00	5.63%
Inscription	R	EXP	78.00	0.00%	78.00	0.00%	82.00	5.13%	82.00	5.13%
Cloister Spaces - double-inc 10 years lease	R	EXP	325.00	0.00%	325.00	0.00%	342.00	5.23%	342.00	5.23%
Inscription	R	EXP	120.00	0.00%	120.00	0.00%	126.00	5.00%	126.00	5.00%

Classic - inc 5 years lease

Window Spaces	R	EXP	230.00	0.00%	230.00	0.00%	242.00	5.22%	242.00	5.22%
Inscription	R	STD	103.20	2.13%	103.20	2.13%	108.00	4.65%	108.00	4.65%
New Flower Vases	R	STD	414.01	2.13%	414.01	2.13%	434.40	4.93%	434.40	4.93%
Additional letters each	R	STD	4.80	2.13%	4.80	2.13%	6.00	25.00%	6.00	25.00%
Additional Gilded Motif	R	STD	117.60	2.13%	117.60	2.13%	122.40	4.08%	122.40	4.08%
Additional Hand Painted Motif	R	STD	172.80	2.13%	172.80	2.13%	181.20	4.86%	181.20	4.86%
Photoplaque	R	STD	172.80	2.13%	172.80	2.13%	181.20	4.86%	181.20	4.86%
New Windows -- Small -- 10 years -I colour	R	STD	516.00	2.13%	516.00	2.13%	540.00	4.65%	540.00	4.65%

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Cemetery Fees

Adult Interments (persons exceeding 16 years of age at death)

- In New Private Graves

Depth for 1 interment	R	EXP	430.00	0.00%	430.00	0.00%	450.00	4.65%	900.00	109.30%
Depth for 2 interment	R	EXP	470.00	0.00%	470.00	0.00%	494.00	5.11%	988.00	110.21%
Depth for 3 interment	R	EXP	628.00	0.00%	628.00	0.00%	660.00	5.10%	1,320.00	110.19%
Depth for 4 interment	R	EXP	720.00	0.00%	720.00	0.00%	756.00	5.00%	1,512.00	110.00%

Adult Interments (persons exceeding 16 years of age at death)

- In Re-Opened Private Graves

Depth for 1 interment	R	EXP	460.00	0.00%	460.00	0.00%	484.00	5.22%	968.00	110.43%
Depth for 2 interment	R	EXP	580.00	0.00%	580.00	0.00%	610.00	5.17%	1,220.00	110.34%
Depth for 3 interment	R	EXP	764.00	0.00%	764.00	0.00%	802.00	4.97%	1,604.00	109.95%
Depth for 4 interment	R	EXP	950.00	0.00%	950.00	0.00%	997.00	4.95%	1,994.00	109.89%

Interment of Infants (a stillborn child or child whose age at death did not exceed 3 years "Infants")

In Child's grave	R	EXP	34.00	0.00%	34.00	0.00%	36.00	5.88%	72.00	111.76%
In private grave (single depth)	R	EXP	80.00	0.00%	80.00	0.00%	84.00	5.00%	168.00	110.00%
In private grave for the child's interment plus 2 adults	R	EXP	158.00	0.00%	158.00	0.00%	166.00	5.06%	332.00	110.13%
In private grave for the child's interment plus 3 adults	R	EXP	198.00	0.00%	198.00	0.00%	208.00	5.05%	416.00	110.10%
In Child's grave (where applicable)	R	EXP	68.00	0.00%	68.00	0.00%	72.00	5.88%	144.00	111.76%
In private grave (single depth)	R	EXP	100.00	0.00%	100.00	0.00%	105.00	5.00%	210.00	110.00%
In private grave for the child's interment plus 2 adults	R	EXP	238.00	0.00%	238.00	0.00%	250.00	5.04%	500.00	110.08%
In private grave for the child's interment plus 3 adults	R	EXP	302.00	0.00%	302.00	0.00%	318.00	5.30%	636.00	110.60%

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Interment of Cremated Remains (within full private graves)

When the grave is closed to full interments	R	EXP	154.00	0.00%	154.00	0.00%	162.00	5.19%	324.00	110.39%
To a depth to permit 1 further full interment	R	EXP	302.00	0.00%	302.00	0.00%	318.00	5.30%	636.00	110.60%
To a depth to permit 2 further full interment	R	EXP	440.00	0.00%	440.00	0.00%	462.00	5.00%	924.00	110.00%
To a depth to permit 3 further full interment	R	EXP	575.00	0.00%	575.00	0.00%	604.00	5.04%	1,208.00	110.09%
To scatter cremated remains (within Cremation Section and Columbaria)	R	EXP	68.00	0.00%	68.00	0.00%	72.00	5.88%	144.00	111.76%
New and re-open cremation graves	R	EXP	154.00	0.00%	154.00	0.00%	162.00	5.19%	324.00	110.39%
Re-opening of Columbaria units	R	EXP	118.00	0.00%	118.00	0.00%	124.00	5.08%	248.00	110.17%

Interments in Heritage Graves

Adults interment	R	EXP	418.00	0.00%	418.00	0.00%	440.00	5.26%	880.00	110.53%
Childs interment	R	EXP	156.00	0.00%	156.00	0.00%	164.00	5.13%	328.00	110.26%
Infants interment	R	EXP	100.00	0.00%	100.00	0.00%	105.00	5.00%	210.00	110.00%

Grave Digging Surcharges

For a variation in size within 2"	R	EXP	108.00	0.00%	108.00	0.00%	114.00	5.56%	228.00	111.11%
For a variation in size between 2" and 4"	R	EXP	208.00	0.00%	208.00	0.00%	218.00	4.81%	436.00	109.62%
For a variation in size between 4" and 6"	R	EXP	312.00	0.00%	312.00	0.00%	328.00	5.13%	656.00	110.26%
For a variation in size in excess of 6"	R	EXP	412.00	0.00%	412.00	0.00%	432.00	4.85%	864.00	109.71%

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Exclusive rights of burial (Conventional Graves)										
Grave space measuring 9 feet by 4 feet	R	EXP	1,400.00	17.25%	2,800.00	134.51%	1,400.00	0.00%	2,800.00	0.00%
Grave space measuring 9 feet by 8 feet	R	EXP	2,800.00	19.25%	5,600.00	138.50%	2,800.00	0.00%	5,600.00	0.00%
Exclusive rights of burial (Lawn Section Graves)										
Grave space measuring 9 feet by 4 feet	R	EXP	1,000.00	35.87%	2,000.00	171.74%	1,000.00	0.00%	2,000.00	0.00%
Grave space measuring 9 feet by 8 feet	R	EXP	2,000.00	37.93%	4,000.00	175.86%	2,000.00	0.00%	4,000.00	0.00%
Exclusive rights of burial (Bricked Grave or Vault)										
Grave space measuring 9 feet by 4 feet	R	EXP	POA		POA					
Grave space measuring 9 feet by 8 feet	R	EXP	POA		POA					
Lined Muslim Graves										
For traditional uncoffined burial	R	EXP	1,700.00	9.68%	3,400.00	119.35%	1,700.00	0.00%	3,400.00	0.00%
Children's Section Graves										
Gravespace measuring 4 feet by 2 feet	R	EXP	250.00	10.62%	500.00	121.24%	250.00	0.00%	500.00	0.00%
Woodland Graves (West Drayton Cemetery) Special Regulations Apply										
Gravespace measuring 9 feet by 4 feet	R	EXP	625.00	16.60%	1,250.00	133.21%	625.00	0.00%	1,250.00	0.00%

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Land ChargesSearch Fees

Standard commercial search	M	NB	70.00	0.00%	70.00	0.00%	70.00	0.00%	70.00	0.00%
Official certificate of search (Form LLC1) only	M	NB	26.00	0.00%	26.00	0.00%	26.00	0.00%	26.00	0.00%
Standard domestic search	M	NB	60.00	0.00%	60.00	0.00%	60.00	0.00%	60.00	0.00%
Assisted Search LLC Register Only	M	NB	22.00	0.00%	22.00	0.00%	22.00	0.00%	22.00	0.00%
Assisted Search LLC Register Only (Additional parcels of land (each))	M	NB	1.00	0.00%	1.00	0.00%	1.00	0.00%	1.00	0.00%
Assisted Common Land Search	M	NB	15.00	0.00%	15.00	0.00%	15.00	0.00%	15.00	0.00%
Assisted Compiling CON29R	M	NB	32.00	0.00%	32.00	0.00%	32.00	0.00%	32.00	0.00%
Assisted Compiling CON29O	M	NB	18.50	0.00%	18.50	0.00%	18.50	0.00%	18.50	0.00%

RegistrarCertificates purchased from the Registrar

Birth, Death and Stillbirth - Standard	M	EXP	3.50	0.00%	3.50	0.00%	3.50	0.00%	3.50	0.00%
Birth and Stillbirth - Short	M	EXP	0.00		0.00		0.00		0.00	
Birth - Additional Short	M	EXP	3.50	0.00%	3.50	0.00%	3.50	0.00%	3.50	0.00%
Marriage	M	EXP	3.50	0.00%	3.50	0.00%	3.50	0.00%	3.50	0.00%

Certificates purchased from Registrar after time of initial registration

All	M	EXP	7.00	0.00%	7.00	0.00%	7.00	0.00%	7.00	0.00%
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Certificates purchased from the Superintendent

Birth - Short	M	EXP	9.00	0.00%	9.00	0.00%	9.00	0.00%	9.00	0.00%
Birth - Standard	M	EXP	9.00	0.00%	9.00	0.00%	9.00	0.00%	9.00	0.00%
Death and Marriage	M	EXP	9.00	0.00%	9.00	0.00%	9.00	0.00%	9.00	0.00%

Marriages/Civil Partnerships (Statutory fees)

Entry of each notice	M	EXP	33.50	0.00%	33.50	0.00%	33.50	0.00%	33.50	0.00%
Basic ceremony/Schedule in Superintendent's Office	M	EXP	40.00	0.00%	40.00	0.00%	40.00	0.00%	40.00	0.00%
Registrar's attendance at Registered Building	M	EXP	80.00	0.00%	80.00	0.00%	80.00	0.00%	80.00	0.00%

Marriages/Civil Partnerships (Non - Statutory fees)

Silver ceremony in four seasons room (Mon-Thurs)	M	EXP	95.00	0.00%	95.00	0.00%	97.50	2.63%	97.50	2.63%
Silver ceremony in four seasons room (Fri-Sat)	M	EXP	100.00	0.00%	100.00	0.00%	102.50	2.50%	102.50	2.50%
Gold ceremony in four seasons room (Mon-Thurs)	M	EXP	150.00	0.00%	150.00	0.00%	154.00	2.67%	154.00	2.67%
Gold tier ceremony in four seasons room (Fri-Sat)	M	EXP	165.00	0.00%	165.00	0.00%	169.50	2.73%	169.50	2.73%
Ceremony at approved Premises (Mon - Thurs)	M	EXP	300.00	0.00%	300.00	0.00%	307.50	2.50%	307.50	2.50%
Ceremony at approved Premises (Fri-Sat)	M	EXP	400.00	0.00%	400.00	0.00%	410.00	2.50%	410.00	2.50%
Ceremony at approved Premises (Sun)	M	EXP	445.00	0.00%	445.00	0.00%	457.00	2.70%	457.00	2.70%

Citizenship ceremony

Citizenship ceremony (Home Office set Fee)	M	EXP	80.00	0.00%	80.00	0.00%	80.00	0.00%	80.00	0.00%
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Nationality Checking Service

Nationality Checking Service	M	STD	54.00	1.89%	54.00	1.89%	60.00	11.11%	60.00	11.11%
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Electoral

Registration confirmation letters	R	EXP	15.00	0.00%	15.00	0.00%	15.00	0.00%	15.00	0.00%
Edited registers	B	EXP	30.00	0.00%	30.00	0.00%	30.00	0.00%	30.00	0.00%
Credit reference agencies registers	B	EXP	500.00	0.00%	500.00	0.00%	500.00	0.00%	500.00	0.00%

Certificate Priority Service

1 Hour	M	STD	10.21	2.13%	10.21	2.13%	10.50	2.81%	10.50	2.81%
24 Hour	M	STD	5.11	2.13%	5.11	2.13%	5.50	7.71%	5.50	7.71%

Renewal of Marriage Vows

Four Seasons	M	STD	169.00	2.42%	169.00	2.42%	172.50	2.07%	172.50	2.07%
Approved Premises	M	STD	255.00	2.00%	255.00	2.00%	262.00	2.75%	262.00	2.75%

Baby naming Ceremonies

Four Seasons	M	STD	169.00	2.42%	169.00	2.42%	172.50	2.07%	172.50	2.07%
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Citizenship ceremony

Individual Citizenship ceremony (cost in addition to statutory charge) - Midweek Charge	M	STD	102.13	2.13%	102.13	2.13%	105.00	2.81%	105.00	2.81%
Individual Citizenship ceremony (cost in addition to statutory charge) - Saturday Charge	M	STD	127.66	2.13%	127.66	2.13%	131.00	2.62%	131.00	2.62%

Contact Centre**Blue Badge**

Disabled Parking Blue Badge	R	EXP	2.00	0.00%	2.00	0.00%	2.00	0.00%	2.00	0.00%
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Imported Food Unit**Products of animal origin**

0 to 100kg per AWB	B	NB	50.00	0.00%	50.00	0.00%	50.00	0.00%	50.00	0.00%
101 to 1,000kg per CVED	B	NB	80.00	0.00%	80.00	0.00%	80.00	0.00%	80.00	0.00%
1,001 to 5,000kg per CVED	B	NB	130.00	0.00%	130.00	0.00%	130.00	0.00%	130.00	0.00%
5001kg to 15,000kg per CVED	B	NB	140.00	0.00%	140.00	0.00%	140.00	0.00%	140.00	0.00%
Above 15,001Kg per CVED	B	NB	340.00	0.00%	340.00	0.00%	340.00	0.00%	340.00	0.00%
Semen/Embryos per CVED	B	NB	50.00	0.00%	50.00	0.00%	50.00	0.00%	50.00	0.00%
From New Zealand	B	NB	26.00	0.00%	26.00	0.00%	26.00	0.00%	26.00	0.00%
Completion of part one of CVED on TRACES per CVED	B	NB	10.00	0.00%	10.00	0.00%	10.00	0.00%	10.00	0.00%

Out of hours Additional charges

Up to midnight (18:00 to 00:00)	B	NB	150.00	0.00%	150.00	0.00%	150.00	0.00%	150.00	0.00%
After midnight (00:00 to 08:00)	B	NB	300.00	0.00%	300.00	0.00%	400.00	33.33%	400.00	33.33%
Additional Charge per CVED on Christmas Day and New Years Day	B	NB	0.00	0.00%	0.00	0.00%	20.00		20.00	

Products of animal origin - Catch certificate

Third Countries	B	NB	45.00	0.00%	45.00	0.00%	45.00	0.00%	45.00	0.00%
Bilateral Countries	B	NB	15.00	0.00%	15.00	0.00%	15.00	0.00%	15.00	0.00%
(for Catch certificate only) Out Hours 18:00 to 00.00	B	NB	150.00		150.00		150.00	0.00%	150.00	0.00%
(for Catch certificate only) Out Hours 00:00 to 08.00	B	NB	300.00		300.00		300.00	0.00%	300.00	0.00%

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Products of Non-Animal Origin - CED

Documentary Check per CED	B	NB	50.00	0.00%	50.00	0.00%	50.00	0.00%	50.00	0.00%
Full Physical Check per CED (Plus AN/Alytical Fee)	B	NB	160.00	0.00%	160.00	0.00%	160.00	0.00%	160.00	0.00%
Non-Compliant (Surrender for Destruction)	B	NB	165.00	43.48%	165.00	43.48%	165.00	0.00%	165.00	0.00%
Non-Compliant (Onward Transmission)	B	NB	115.00	0.00%	115.00	0.00%	115.00	0.00%	115.00	0.00%
Out Hours 18:00 to 00.00	B	NB	150.00	0.00%	150.00	0.00%	150.00	0.00%	150.00	0.00%
Out Hours 00:00 to 08.00	B	NB	300.00	0.00%	300.00	0.00%	400.00	33.33%	400.00	33.33%
Additional Charge per CED on Christmas Day and New Years Day	B	NB	0.00	0.00%	0.00	0.00%	20.00		20.00	

Products of Non-Animal Origin - Organics

Full Official Checks	B	NB	45.00	0.00%	45.00	0.00%	45.00	0.00%	45.00	0.00%
Out Hours 18:00 to 00.00	B	NB	150.00	0.00%	150.00	0.00%	150.00	0.00%	150.00	0.00%
Out Hours 00:00 to 08.00	B	NB	300.00	0.00%	300.00	0.00%	300.00	0.00%	300.00	0.00%
Export Certificates	B	NB	52.00	0.00%	52.00	0.00%	52.00	0.00%	52.00	0.00%

Verification of organic certificates

Imported food clearances (normal working hours). Note All Imported foods payments Charges are for Gross weight in Kg. Payment by credit card will incur a 2.5% processing fee.	B	NB	45.00	0.00%	45.00	0.00%	45.00	0.00%	45.00	
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Food Hygiene Training

Per Attendee (up to 12 attendees per course)	B	NB			60.00		60.00	0.00%		
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Children's Centres**Full day care provision**

Nestles Avenue Children's Centre	R	EXP	205.00	0.00%	205.00	0.00%	205.00	0.00%	205.00	0.00%
South Ruislip Early Years Centre	R	EXP	205.00	0.00%	205.00	0.00%	205.00	0.00%	205.00	0.00%
Uxbridge Early Years Centre	R	EXP	205.00	0.00%	205.00	0.00%	205.00	0.00%	205.00	0.00%

Music Service (Termly charge)

Group tuition	R	EXP	48.75	0.00%	48.75	0.00%	49.97	2.50%	49.97	2.50%
Individual tuition	R	EXP	91.50	0.00%	91.50	0.00%	93.79	2.50%	93.79	2.50%
Saturday Music Centre	R	EXP	48.75	0.00%	48.75	0.00%	49.97	2.50%	49.97	2.50%
Evening Activity or Saturday Choir Only	R	EXP	27.75	0.00%	27.75	0.00%	28.44	2.50%	28.44	2.50%
Use of Instrument	R	EXP	9.75	0.00%	9.75	0.00%	9.99	2.50%	9.99	2.50%

Music Service (Reduced rate for families in receipt of benefit - termly charge)

Group tuition	R	EXP	12.75	0.00%	12.75	0.00%	13.07	2.50%	13.07	2.50%
Individual tuition	R	EXP	21.25	0.00%	21.25	0.00%	21.78	2.50%	21.78	2.50%
Saturday Music Centre	R	EXP	12.75	0.00%	12.75	0.00%	13.07	2.50%	13.07	2.50%
Evening Activity or Saturday Choir Only	R	EXP	9.25	0.00%	9.25	0.00%	9.48	2.50%	9.48	2.50%
Use of Instrument	R	EXP	4.10	0.00%	4.10	0.00%	4.20	2.50%	4.20	2.50%

Asylum Service (per month)

Asylum Service Charges for 18+	R	NB	5.00	0.00%	5.00	0.00%	5.00	0.00%	5.00	0.00%
Asylum rental contribution Charges for 18+	R	NB	75.00	0.00%	75.00	0.00%	75.00	0.00%	75.00	0.00%

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Charville YPC Northwood YPC South Ruislip YPC**Hourly Charges**

Council directly managed	M	EXP	20.05	0.00%	20.05	0.00%	20.05	0.00%	20.05	0.00%
Affiliated Youth Groups	M	EXP	25.07	0.00%	25.07	0.00%	25.07	0.00%	25.07	0.00%
Other voluntary group lettings	M	EXP	30.08	0.00%	30.08	0.00%	30.08	0.00%	30.08	0.00%
Other lettings	M	EXP	40.11	0.00%	40.11	0.00%	40.11	0.00%	40.11	0.00%

Daily Charges (Up to 8 Hours)

Council directly managed	M	EXP	120.33	0.00%	120.33	0.00%	120.33	0.00%	120.33	0.00%
Affiliated Youth Groups	M	EXP	150.41	0.00%	150.41	0.00%	150.41	0.00%	150.41	0.00%
Other voluntary group lettings	M	EXP	180.49	0.00%	180.49	0.00%	180.49	0.00%	180.49	0.00%
Other lettings	M	EXP	240.65	0.00%	240.65	0.00%	240.65	0.00%	240.65	0.00%

Daily Charges (More than 8 Hours)

Council directly managed	M	EXP	240.65	0.00%	240.65	0.00%	240.65	0.00%	240.65	0.00%
Affiliated Youth Groups	M	EXP	300.82	0.00%	300.82	0.00%	300.82	0.00%	300.82	0.00%
Other voluntary group lettings	M	EXP	360.98	0.00%	360.98	0.00%	360.98	0.00%	360.98	0.00%
Other lettings	M	EXP	481.31	0.00%	481.31	0.00%	481.31	0.00%	481.31	0.00%

Individual Rooms**Hourly**

Charge for 1 room	M	EXP	6.68	0.00%	6.68	0.00%	6.68	0.00%	6.68	0.00%
Small hall	M	EXP	10.03	0.00%	10.03	0.00%	10.03	0.00%	10.03	0.00%
Large Hall	M	EXP	15.04	0.00%	15.04	0.00%	15.04	0.00%	15.04	0.00%

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Daily (up to 8 hours)

Charge for 1 room	M	EXP	40.11	0.00%	40.11	0.00%	40.11	0.00%	40.11	0.00%
Small hall	M	EXP	60.16	0.00%	60.16	0.00%	60.16	0.00%	60.16	0.00%
Large Hall	M	EXP	90.25	0.00%	90.25	0.00%	90.25	0.00%	90.25	0.00%

Daily (more than 8 hours)

Charge for 1 room	M	EXP	80.22	0.00%	80.22	0.00%	80.22	0.00%	80.22	0.00%
Small hall	M	EXP	120.33	0.00%	120.33	0.00%	120.33	0.00%	120.33	0.00%
Large Hall	M	EXP	180.49	0.00%	180.49	0.00%	180.49	0.00%	180.49	0.00%

West Drayton YPC**Hourly charges**

Council directly managed	M	EXP	20.68	0.00%	20.68	0.00%	20.68	0.00%	20.68	0.00%
Affiliated Youth Groups	M	EXP	25.85	0.00%	25.85	0.00%	25.85	0.00%	25.85	0.00%
Other voluntary group lettings	M	EXP	31.02	0.00%	31.02	0.00%	31.02	0.00%	31.02	0.00%
Other lettings	M	EXP	41.37	0.00%	41.37	0.00%	41.37	0.00%	41.37	0.00%

Daily Charges (UP to 8 HOURS)

Council directly managed	M	EXP	124.10	0.00%	124.10	0.00%	124.10	0.00%	124.10	0.00%
Affiliated Youth Groups	M	EXP	155.12	0.00%	155.12	0.00%	155.12	0.00%	155.12	0.00%
Other voluntary group lettings	M	EXP	186.14	0.00%	186.14	0.00%	186.14	0.00%	186.14	0.00%
Other lettings	M	EXP	248.19	0.00%	248.19	0.00%	248.19	0.00%	248.19	0.00%

Daily Charges (More than 8 HOURS)

Council directly managed	M	EXP	248.19	0.00%	248.19	0.00%	248.19	0.00%	248.19	0.00%
Affiliated Youth Groups	M	EXP	310.24	0.00%	310.24	0.00%	310.24	0.00%	310.24	0.00%
Other voluntary group lettings	M	EXP	372.29	0.00%	372.29	0.00%	372.29	0.00%	372.29	0.00%
Other lettings	M	EXP	496.38	0.00%	496.38	0.00%	496.38	0.00%	496.38	0.00%

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Individual Rooms**Hourly**

Charge for 1 room	M	EXP	6.89	0.00%	6.89	0.00%	6.89	0.00%	6.89	0.00%
Small hall	M	EXP	10.34	0.00%	10.34	0.00%	10.34	0.00%	10.34	0.00%
Large Hall	M	EXP	15.51	0.00%	15.51	0.00%	15.51	0.00%	15.51	0.00%

Daily (up to 8 hours)

Charge for 1 room	M	EXP	41.37	0.00%	41.37	0.00%	41.37	0.00%	41.37	0.00%
Small hall	M	EXP	62.05	0.00%	62.05	0.00%	62.05	0.00%	62.05	0.00%
Large Hall	M	EXP	93.07	0.00%	93.07	0.00%	93.07	0.00%	93.07	0.00%

Daily (more than 8 hours)

Charge for 1 room	M	EXP	82.73	0.00%	82.73	0.00%	82.73	0.00%	82.73	0.00%
Small hall	M	EXP	124.10	0.00%	124.10	0.00%	124.10	0.00%	124.10	0.00%
Large Hall	M	EXP	186.14	0.00%	186.14	0.00%	186.14	0.00%	186.14	0.00%

Harlington YPC**Hourly**

Council directly managed	M	EXP	16.20	0.00%	16.20	0.00%	16.20	0.00%	16.20	0.00%
Affiliated Youth Groups	M	EXP	20.25	0.00%	20.25	0.00%	20.25	0.00%	20.25	0.00%
Other voluntary group lettings	M	EXP	24.30	0.00%	24.30	0.00%	24.30	0.00%	24.30	0.00%
Other lettings	M	EXP	32.40	0.00%	32.40	0.00%	32.40	0.00%	32.40	0.00%

Daily (up to 8 hours)

Council directly managed	M	EXP	97.21	0.00%	97.21	0.00%	97.21	0.00%	97.21	0.00%
Affiliated Youth Groups	M	EXP	121.51	0.00%	121.51	0.00%	121.51	0.00%	121.51	0.00%
Other voluntary group lettings	M	EXP	145.82	0.00%	145.82	0.00%	145.82	0.00%	145.82	0.00%
Other lettings	M	EXP	194.42	0.00%	194.42	0.00%	194.42	0.00%	194.42	0.00%

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Daily (more than 8 hours)										
Council directly managed	M	EXP	194.42	0.00%	194.42	0.00%	194.42	0.00%	194.42	0.00%
Affiliated Youth Groups	M	EXP	243.03	0.00%	243.03	0.00%	243.03	0.00%	243.03	0.00%
Other voluntary group lettings	M	EXP	291.63	0.00%	291.63	0.00%	291.63	0.00%	291.63	0.00%
Other lettings	M	EXP	388.85	0.00%	388.85	0.00%	388.85	0.00%	388.85	0.00%
Individual Rooms										
Hourly										
Charge for 1 room	M	EXP	5.40	0.00%	5.40	0.00%	5.40	0.00%	5.40	0.00%
Small hall	M	EXP	8.10	0.00%	8.10	0.00%	8.10	0.00%	8.10	0.00%
Large Hall	M	EXP	12.15	0.00%	12.15	0.00%	12.15	0.00%	12.15	0.00%
Daily (up to 8 hours)										
Charge for 1 room	M	EXP	32.40	0.00%	32.40	0.00%	32.40	0.00%	32.40	0.00%
Small hall	M	EXP	48.61	0.00%	48.61	0.00%	48.61	0.00%	48.61	0.00%
Large Hall	M	EXP	72.91	0.00%	72.91	0.00%	72.91	0.00%	72.91	0.00%
Daily (more than 8 hours)										
Charge for 1 room	M	EXP	64.81	0.00%	64.81	0.00%	64.81	0.00%	64.81	0.00%
Small hall	M	EXP	97.21	0.00%	97.21	0.00%	97.21	0.00%	97.21	0.00%
Large Hall	M	EXP	145.82	0.00%	145.82	0.00%	145.82	0.00%	145.82	0.00%
Ruislip YPC										
Hourly										
Council directly managed	M	EXP	15.78	0.00%	15.78	0.00%	15.78	0.00%	15.78	0.00%
Affiliated Youth Groups	M	EXP	19.72	0.00%	19.72	0.00%	19.72	0.00%	19.72	0.00%
Other voluntary group lettings	M	EXP	23.67	0.00%	23.67	0.00%	23.67	0.00%	23.67	0.00%
Other lettings	M	EXP	31.55	0.00%	31.55	0.00%	31.55	0.00%	31.55	0.00%

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Daily (up to 8 hours)										
Council directly managed	M	EXP	94.66	0.00%	94.66	0.00%	94.66	0.00%	94.66	0.00%
Affiliated Youth Groups	M	EXP	118.33	0.00%	118.33	0.00%	118.33	0.00%	118.33	0.00%
Other voluntary group lettings	M	EXP	142.00	0.00%	142.00	0.00%	142.00	0.00%	142.00	0.00%
Other lettings	M	EXP	189.33	0.00%	189.33	0.00%	189.33	0.00%	189.33	0.00%
Daily (more than 8 hours)										
Council directly managed	M	EXP	189.33	0.00%	189.33	0.00%	189.33	0.00%	189.33	0.00%
Affiliated Youth Groups	M	EXP	236.66	0.00%	236.66	0.00%	236.66	0.00%	236.66	0.00%
Other voluntary group lettings	M	EXP	283.99	0.00%	283.99	0.00%	283.99	0.00%	283.99	0.00%
Other lettings	M	EXP	378.65	0.00%	378.65	0.00%	378.65	0.00%	378.65	0.00%
Individual Rooms										
Hourly										
Charge for 1 room	M	EXP	5.26	0.00%	5.26	0.00%	5.26	0.00%	5.26	0.00%
Small hall	M	EXP	7.89	0.00%	7.89	0.00%	7.89	0.00%	7.89	0.00%
Large Hall	M	EXP	11.83	0.00%	11.83	0.00%	11.83	0.00%	11.83	0.00%
Daily (up to 8 hours)										
Charge for 1 room	M	EXP	31.55	0.00%	31.55	0.00%	31.55	0.00%	31.55	0.00%
Small hall	M	EXP	47.33	0.00%	47.33	0.00%	47.33	0.00%	47.33	0.00%
Large Hall	M	EXP	71.00	0.00%	71.00	0.00%	71.00	0.00%	71.00	0.00%
Daily (more than 8 hours)										
Charge for 1 room	M	EXP	63.11	0.00%	63.11	0.00%	63.11	0.00%	63.11	0.00%
Small hall	M	EXP	94.66	0.00%	94.66	0.00%	94.66	0.00%	94.66	0.00%
Large Hall	M	EXP	142.00	0.00%	142.00	0.00%	142.00	0.00%	142.00	0.00%

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Fountain Mills YPC**Hourly**

Council directly managed	M	EXP	20.42	0.00%	20.42	0.00%	20.42	0.00%	20.42	0.00%
Affiliated Youth Groups	M	EXP	25.53	0.00%	25.53	0.00%	25.53	0.00%	25.53	0.00%
Other voluntary group lettings	M	EXP	30.63	0.00%	30.63	0.00%	30.63	0.00%	30.63	0.00%
Other lettings	M	EXP	40.85	0.00%	40.85	0.00%	40.85	0.00%	40.85	0.00%

Daily (up to 8 hours)

Council directly managed	M	EXP	122.54	0.00%	122.54	0.00%	122.54	0.00%	122.54	0.00%
Affiliated Youth Groups	M	EXP	153.17	0.00%	153.17	0.00%	153.17	0.00%	153.17	0.00%
Other voluntary group lettings	M	EXP	183.81	0.00%	183.81	0.00%	183.81	0.00%	183.81	0.00%
Other lettings	M	EXP	245.08	0.00%	245.08	0.00%	245.08	0.00%	245.08	0.00%

Daily (more than 8 hours)

Council directly managed	M	EXP	245.08	0.00%	245.08	0.00%	245.08	0.00%	245.08	0.00%
Affiliated Youth Groups	M	EXP	306.35	0.00%	306.35	0.00%	306.35	0.00%	306.35	0.00%
Other voluntary group lettings	M	EXP	367.62	0.00%	367.62	0.00%	367.62	0.00%	367.62	0.00%
Other lettings	M	EXP	490.15	0.00%	490.15	0.00%	490.15	0.00%	490.15	0.00%

Individual Rooms**Hourly**

Charge for 1 room	M	EXP	6.81	0.00%	6.81	0.00%	6.81	0.00%	6.81	0.00%
Small hall	M	EXP	10.21	0.00%	10.21	0.00%	10.21	0.00%	10.21	0.00%
Large Hall	M	EXP	15.32	0.00%	15.32	0.00%	15.32	0.00%	15.32	0.00%

Daily (up to 8 hours)

Charge for 1 room	M	EXP	40.85	0.00%	40.85	0.00%	40.85	0.00%	40.85	0.00%
Small hall	M	EXP	61.27	0.00%	61.27	0.00%	61.27	0.00%	61.27	0.00%
Large Hall	M	EXP	91.90	0.00%	91.90	0.00%	91.90	0.00%	91.90	0.00%

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Daily (more than 8 hours)

Charge for 1 room	M	EXP	81.69	0.00%	81.69	0.00%	81.69	0.00%	81.69	0.00%
Small hall	M	EXP	122.54	0.00%	122.54	0.00%	122.54	0.00%	122.54	0.00%
Large Hall	M	EXP	183.81	0.00%	183.81	0.00%	183.81	0.00%	183.81	0.00%

FIESTA

FIESTA in the Park - SY 7+	M	EXP	FREE	FREE	FREE	FREE	FREE	FREE	FREE	FREE
Summer Action - SY 4-	M	EXP	20.00	0.00%	20.00	0.00%	25.00	25.00%	25.00	25.00%
Summer Action - SY 6-	M	EXP	20.00	0.00%	20.00	0.00%	25.00	25.00%	25.00	25.00%
Summer Action - SY 8-	M	EXP	20.00	0.00%	20.00	0.00%	25.00	25.00%	25.00	25.00%
Summer Action - SY 10	M	EXP	20.00	0.00%	20.00	0.00%	25.00	25.00%	25.00	25.00%
Summer Action Sparks - SY 8+	M	EXP	20.00	0.00%	20.00	0.00%	25.00	25.00%	25.00	25.00%
Fashion School - SY 8+	M	EXP	50.00	0.00%	50.00	0.00%	62.50	25.00%	62.50	25.00%
Mural Design - SY 8+	M	EXP	20.00	0.00%	20.00	0.00%	25.00	25.00%	25.00	25.00%
Street Art - SY 8+	M	EXP	25.00	0.00%	25.00	0.00%	31.25	25.00%	31.25	25.00%
Digital Photography - SY 8+	M	EXP	20.00	0.00%	20.00	0.00%	25.00	25.00%	25.00	25.00%
Film Production - SY 8+	M	EXP	20.00	0.00%	20.00	0.00%	25.00	25.00%	25.00	25.00%
Radio Broadcasting - SY 8+	M	EXP	20.00	0.00%	20.00	0.00%	25.00	25.00%	25.00	25.00%
Web Communications and Design - SY 8+	M	EXP	20.00	0.00%	20.00	0.00%	25.00	25.00%	25.00	25.00%
Drama and Improvisation - SY 8+	M	EXP	20.00	0.00%	20.00	0.00%	25.00	25.00%	25.00	25.00%
Advanced Drama and Improvisation - SY 8+	M	EXP	20.00	0.00%	20.00	0.00%	25.00	25.00%	25.00	25.00%
Musical Theatre - SY 8+	M	EXP	20.00	0.00%	20.00	0.00%	25.00	25.00%	25.00	25.00%
Recording Studio Production - SY 8+	M	EXP	20.00	0.00%	20.00	0.00%	25.00	25.00%	25.00	25.00%
Rock School - SY 8+	M	EXP	50.00	0.00%	50.00	0.00%	62.50	25.00%	62.50	25.00%
Street Dance - SY 8+	M	EXP	16.00	0.00%	16.00	0.00%	20.00	25.00%	20.00	25.00%

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Street Dance (Advanced) - SY 8+	M	EXP	16.00	0.00%	16.00	0.00%	20.00	25.00%	20.00	25.00%

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Urban Vocal Performance - SY 8+	M	EXP	20.00	0.00%	20.00	0.00%	25.00	25.00%	25.00	25.00%
Bollywood Dance - SY 8+	M	EXP	20.00	0.00%	20.00	0.00%	25.00	25.00%	25.00	25.00%
Make Up and Beauty Techniques - SY 8+	M	EXP	20.00	0.00%	20.00	0.00%	25.00	25.00%	25.00	25.00%
Advanced Make Up and Beauty Techniques - SY 8+	M	EXP	20.00	0.00%	20.00	0.00%	25.00	25.00%	25.00	25.00%
Babysitting - SY 11	M	EXP	25.00	0.00%	25.00	0.00%	31.25	25.00%	31.25	25.00%
Careers: What Next? - SY 11	M	EXP	FREE	FREE	FREE	FREE	FREE	FREE	FREE	FREE
Event Management - SY 8+	M	EXP	20.00	0.00%	20.00	0.00%	25.00	25.00%	25.00	25.00%
Food Hygiene Certificate - SY 8+	M	EXP	5.00	0.00%	5.00	0.00%	6.25	25.00%	6.25	25.00%
Hairdressing - SY 8+	M	EXP	20.00	0.00%	20.00	0.00%	25.00	25.00%	25.00	25.00%
Health and Safety Training for the Workplace - SY 11	M	EXP	20.00	0.00%	20.00	0.00%	25.00	25.00%	25.00	25.00%
Motor Vehicle Maintenance - SY 8+	M	EXP	20.00	0.00%	20.00	0.00%	25.00	25.00%	25.00	25.00%
Motor Vehicle Maintenance (Advanced) - SY 8+	M	EXP	20.00	0.00%	20.00	0.00%	25.00	25.00%	25.00	25.00%
Office Skills - SY 11	M	EXP	20.00	0.00%	20.00	0.00%	25.00	25.00%	25.00	25.00%
British Sign Language - SY 8+	M	EXP	20.00	0.00%	20.00	0.00%	25.00	25.00%	25.00	25.00%
Cycling Proficiency - SY 6+	M	EXP	FREE	FREE	FREE	FREE	FREE	FREE	FREE	FREE
Driving Theory Test (Introduction to) - SY 8+	M	EXP	5.00	0.00%	5.00	0.00%	6.25	25.00%	6.25	25.00%
English as a Second Language (ESOL) - SY 8+	M	EXP	20.00	0.00%	20.00	0.00%	25.00	25.00%	25.00	25.00%
First Aid Skills (Introduction to) - SY 8+	M	EXP	5.00	0.00%	5.00	0.00%	6.25	25.00%	6.25	25.00%
First Aid: Appointed Person (Advanced) - SY 11	M	EXP	5.00	0.00%	5.00	0.00%	6.25	25.00%	6.25	25.00%
Hillingdon's Young Master Chef - SY 8+	M	EXP	5.00	0.00%	5.00	0.00%	6.25	25.00%	6.25	25.00%
International Cooking Skills - SY 8+	M	EXP	20.00	0.00%	20.00	0.00%	25.00	25.00%	25.00	25.00%
Massage and Aromatherapy - SY 8+	M	EXP	20.00	0.00%	20.00	0.00%	25.00	25.00%	25.00	25.00%
What Do You Stand for? Politics for Beginners - SY 8+	M	EXP	20.00	0.00%	20.00	0.00%	25.00	25.00%	25.00	25.00%

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Leisure Services

Swimming-Indoor

Peak - Adult	R	3.30	3.70	1.50	1.70	STD	3.40	3.03%	3.80	2.70%	1.60	6.67%	1.80	5.88%
Peak - Child	R	1.60	1.60	0.85	1.00	STD	1.70	6.25%	1.70	6.25%	0.90	5.88%	1.10	10.00%
Off Peak - Adult	R	2.60	2.90	0.70	0.90	STD	2.70	3.85%	3.00	3.45%	0.80	14.29%	1.00	11.11%
Off Peak - Child	R	1.30	1.30	0.65	0.90	STD	1.40	7.69%	1.40	7.69%	0.70	7.69%	1.00	11.11%
Family Swim - Peak Ticket (2adults & 2 children)	R	8.50	9.50	4.70		STD	8.70	2.35%	9.75	2.63%	4.80	2.13%		
Family Swim - Off Peak Ticket (2adults & 2 children)	R	7.00	7.90	2.70		STD	7.20	2.86%	8.10	2.53%	2.80	3.70%		

Swimming-Outdoor

Adult	R	5.00	5.60	3.50	4.50	STD	5.20	4.00%	5.70	1.79%	3.60	2.86%	4.60	2.22%
Child	R	3.00	3.00	2.00	3.00	STD	3.10	3.33%	3.10	3.33%	2.10	5.00%	3.10	3.33%
Under 5's	R	Free	Free	Free	Free	STD	Free							
Family (2 adults & 2 children)	R	13.00	15.00	11.00	13.00	STD	13.30	2.31%	15.40	2.67%	11.30	2.73%	13.30	2.31%
Early morning (adult)	R	2.50	3.00	2.00		STD	2.60	4.00%	3.10	3.33%	2.10	5.00%		
Evening Swim (adult)	R	3.00	3.50	2.50		STD	3.10	3.33%	3.60	2.86%	2.60	4.00%		
Spectators Adult	R	0.80	0.80	0.40	0.40	STD	0.80	0.00%	0.80	0.00%	0.40	0.00%	0.40	0.00%
Spectators Children	R	0.50	0.50	0.25	0.25	STD	0.50	0.00%	0.50	0.00%	0.25	0.00%	0.25	0.00%

Swimming - Other

Birthday Parties Sports hall and room hire (90 minutes)	R	98.00	110.00			STD	100.50	2.55%	112.75	2.50%	2.82			
Swimming Instruction (per lesson) Adult	R	6.70	7.50	4.90	5.10	STD	6.90	2.99%	7.70	2.67%	5.00	2.04%	5.20	1.96%
Swimming Instruction (per lesson) Child	R	4.30	4.30	3.20	3.40	STD	4.40	2.33%	4.40	2.33%	3.30	3.12%	3.50	2.94%
Swimming Instruction (per lesson) Child - Bronze, Silver or Gold	R	4.60	4.60	3.70	3.90	STD	4.70	2.17%	4.70	2.17%	3.80	2.70%	4.00	2.56%
Swimming Instruction (per lesson) One to one tuition	R	19.00	21.30	16.00	17.00	STD	19.50	2.63%	21.80	2.35%	16.40	2.50%	17.40	2.35%

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Swim Crash Course 1/2 hour per day x 5 day (per half hour)	R	20.00	22.00	15.45	17.00	STD	20.50	2.50%	22.60	2.73%	15.90	2.91%	17.45	2.65%

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Private Hire (Hillingdon Pools from 25 to 33 metres)

Hourly rate (Other organisations)	R		113.00			STD			115.80	2.48%				
Hourly Rate (Hillingdon Clubs)	R	95.00				STD	97.40	2.53%						
Per lane per hour (Other organisations)	R		22.60			STD			23.20	2.65%				
Per lane per hour (Hillingdon Clubs)	R	19.00				STD	19.50	2.63%						

Private Hire (50m Pool)

Hourly rate (Other organisations)	R		204.00			STD			209.00	2.45%				
Hourly Rate (Hillingdon Clubs)	R	184.00				STD	188.60	2.50%						
Per lane per hour (Other organisations)	R		25.50			STD			26.20	2.75%				
Per lane per hour (Hillingdon Clubs)	R	23.00				STD	23.60	2.61%						
School Bookings - Up to 30 children	R	33.50	37.50			STD	34.35	2.54%	38.50	2.67%				
School Bookings - Up to 50 children	R	54.00	60.50			STD	55.35	2.50%	62.00	2.48%				
School Bookings - Each Additional child	R	1.00	1.15			STD	1.05	5.00%	1.20	4.35%				
Fun Sessions (Children) - 1 hour	R	2.40	2.40	1.60	1.60	STD	2.50	4.17%	2.50	4.17%	1.70	6.25%	1.70	6.25%

Young at Heart

Single session	R	3.60	4.00	2.70	2.90	STD	3.70	2.78%	4.10	2.50%	2.80	3.70%	3.00	3.45%
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Solarium

Single session	R	6.50	7.30			STD	6.70	3.08%	7.50	2.74%				
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Gym

Gym Inductions (Casual use) Group	R	16.00	18.00	10.00	10.00	STD	16.40	2.50%	18.50	2.78%	10.25	2.50%	10.25	2.50%
Gym Inductions (Casual use) Individual 1:2:1	R	25.70	28.50	20.00	20.00	STD	26.40	2.72%	29.20	2.46%	20.50	2.50%	20.50	2.50%
Replacement Card Charge	R	3.00	3.00	3.00	3.00	STD	3.10	3.33%	3.10	3.33%	3.10	3.33%	3.10	3.33%
Casual Gym Session Peak	R	6.50	7.00	4.00	4.20	STD	6.70	3.08%	7.20	2.86%	4.10	2.50%	4.30	2.38%
Casual Gym Session Off-Peak	R	5.00	5.50	2.50	2.70	STD	5.20	4.00%	5.70	3.64%	2.60	4.00%	2.80	3.70%
Coached Fitness Classes Charges	R	5.70	6.20	4.50	4.70	STD	5.80	1.75%	6.30	1.61%	4.60	2.22%	4.80	2.13%

Health & Fitness Membership

Site Specific Peak Membership (Hillingdon Sport & Leisure Complex only including Outdoor Pool)	R	48.00	52.00			STD	50.00	4.17%	54.00	3.85%				
Site Specific Peak Membership (Botwell Sport & Leisure Centre, Highgrove Pool, Hillingdon Sport & Leisure Complex excluding the Outdoor Pool)	R	42.00	46.00			STD	43.25	2.98%	47.40	3.04%				
Site Specific Peak Membership (Queensmead Sports Centre only)	R	37.00	41.00			STD	38.00	2.70%	42.00	2.44%				
Off Peak Site Specific Membership	R	32.00	36.00			STD	33.00	3.13%	37.00	2.78%				
LBH Employee Membership (Equal to 'Top Level' Membership)	R	38.00	38.00			STD	39.00	2.63%	39.00	2.63%				
'Top Level' Membership (access to all available Sites excluding Outdoor Pool at Hillingdon Sport & Leisure Complex)	R	TBC	TBC	TBC	TBC	STD	TBC	TBC	TBC	TBC	TBC	TBC	TBC	TBC
Health Suite Session	R	4.20	4.70	3.20	3.20	STD	4.30	2.38%	4.80	2.13%	3.30	3.12%	3.30	3.12%

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Main Hall Hire														
Charges	R	POA	POA			STD	POA	POA	POA	POA				
Hillingdon Sport & Leisure Centre (4 courts)	R	38.00	42.40			STD	38.95	2.50%	43.50	2.59%				
Queensmead Sports Centre (6 courts)	R	55.50	62.40			STD	56.90	2.52%	63.95	2.48%				
Botwell Leisure Centre (4 courts)	R	38.00	42.40			STD	39.15	3.03%	43.70	3.07%				
Dance/Aerobics Studio Hire	R					STD	35.00		39.20					
Gymnastics Hall Hire Fee	R					STD	80.00		90.00					
Badminton														
Peak - Per court (Hillingdon Sport & Leisure Complex & Botwell Sport & Leisure Centre)	R	9.50	10.60			STD	9.75	2.63%	10.90	2.83%				
Peak - Per court (Queensmead Sports Centre)	R	9.25	10.40			STD	9.50	2.70%	10.70	2.88%				
Off Peak - Per court (All Sites)	R	5.60	6.30			STD	5.75	2.68%	6.50	3.17%				
Other														
Trampoline/Martial Arts etc.	R	19.50	22.00			STD	20.00	2.56%	22.50	2.27%				
per court	R	25.00	28.00			STD	25.65	2.60%	28.70	2.50%				
Charges	R	28.00	31.50			STD	28.70	2.50%	32.30	2.54%				
per table	R	5.90	6.60			STD	6.05	2.54%	6.80	3.03%				
Holiday Activity														
Weekly - Full day	R	72.00	80.00	48.00	48.00	STD	73.80	2.50%	82.00	2.50%	49.20	2.50%	49.20	2.50%
Weekly - Full day each Additional child from family	R	56.50	63.00	40.00	40.00	STD	57.90	2.48%	64.60	2.54%	41.00	2.50%	41.00	2.50%
Daily - Full day	R	17.00	19.00	10.80	10.80	STD	17.45	2.65%	19.50	2.63%	11.00	1.85%	11.00	1.85%
Daily - Full day each Additional child from family	R	13.00	14.50	8.00	8.00	STD	13.35	2.69%	14.90	2.76%	8.20	2.50%	8.20	2.50%

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All Prices Include VAT		Effect of VAT increase as of 1st January 2011 to March 2012												
Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Current Concess Charge Residents £	Current Concess Charge Non-Residents £	Vat Status	Current Charges Residents £	% Increase	Current Charges Non-Residents £	% Increase	Current Concess Charge Residents £	% Increase	Current Concess Charge Non-Residents £	% Increase
Athletics														
Adult	R	2.75	3.10		1.50	STD	2.85	3.64%	3.20	3.23%	1.60		1.70	13.33%
Child	R	1.50	1.50			STD	1.60	6.67%	1.60	6.67%	1.10		1.10	
Spectators	R	0.50	0.50			STD	0.50	0.00%	0.50	0.00%				
Meetings - Hillingdon Clubs/Schools (Monday - Friday)	R	36.00				STD	36.90	2.50%						
Meetings - Hillingdon Clubs/Schools (Weekends)	R	41.20				STD	42.25	2.55%						
Meetings - Other Organisations (Monday - Friday)	R		51.50			STD			52.80	2.52%				
Meetings - Other Organisations (Weekends)	R		56.65			STD			58.10	2.56%				
Meetings - Events - Additional cost per hour	R	50.00	50.00			STD	51.25	2.50%	51.25	2.50%				
Meeting Room Full day (8 hrs max)	R	185.00	205.00			STD	189.65	2.51%	210.20	2.54%				
Meeting Room Evening Rate	R	37.00	41.50			STD	38.00	2.70%	42.55	2.53%				
Meeting Room Part day (rate per hour)	R	30.00	33.50			STD	30.75	2.50%	34.50	2.99%				
Football Pitch														
1 to 2 matches (per match)	R	190.00	210.00			STD	194.75	2.50%	215.25	2.50%				
3 to 5 matches (per match)	R	165.00	185.00			STD	169.20	2.55%	189.70	2.54%				
6 to 9 matches (per match)	R	140.00	157.00			STD	143.50	2.50%	161.00	2.55%				
10 or more matches (per match)	R	125.00	139.00			STD	128.20	2.56%	142.50	2.52%				

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Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Current Concess Charge Residents £	Current Concess Charge Non-Residents £	Vat Status	Current Charges Residents £	% Increase	Current Charges Non-Residents £	% Increase	Current Concess Charge Residents £	% Increase	Current Concess Charge Non-Residents £	% Increase
Astroturf Pitch														
Full pitch	R	100.00	112.00			STD	102.50	2.50%	114.80	2.50%				
1/3 pitch	R	55.00	61.00			STD	56.40	2.55%	62.50	2.46%				
Botwell Green														
Full Pitch (Botwell Green Sport & Leisure Centre)	R	0.00	0.00			STD	80.00		90.00					
Half Pitch (Botwell Green Sports & Leisure Centre)	R	0.00	0.00			STD	56.40		62.50					
Petanque														
Casual use	R	1.15	1.30			STD	1.20	4.35%	1.40	7.69%				
Full pitch (six)	R	25.00	28.00			STD	25.60	2.40%	28.70	2.50%				
1/6 pitch	R	5.20	5.60			STD	5.20	0.00%	5.70	1.79%				
Ice Rink - Current Charges refers to 2010 prices														
Off Peak Adult	R	5.00	TBA	TBA		STD	5.00	0.00%						
Peak Adult	R	7.00	TBA	TBA		STD	7.00	0.00%						
Off Peak Child	R	5.50	6.00	TBA		STD	5.50	0.00%	6.00	0.00%				
Peak Child	R	3.50	4.00	TBA		STD	3.50	0.00%	4.00	0.00%				
Schools Shared Session	R	110.00				STD	110.00	0.00%						
School sole session	R	230.00				STD	230.00	0.00%						
Peak Family	R	20.00		TBA		STD	20.00	0.00%						
Off Peak Family	R	14.00		TBA		STD	14.00	0.00%						
Peak Adult Group Discount	R	5.60	6.00	TBA		STD	5.60	0.00%	6.00	0.00%				
Off Peak Adult Group Discount	R	4.00	4.00	TBA		STD	4.00	0.00%	4.00	0.00%				
Peak Child Group Discount	R	4.40		TBA		STD	4.40	0.00%						
Off Peak Child Group Discount	R	2.80		TBA		STD	2.80	0.00%						
Sponsorship Income	B	1,000.00				STD	1,000.00	0.00%						

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Street naming and numbering

New fees for this service were agreed by Cabinet on the 18th November 2010

Legislative empowerment

Hillingdon Council is responsible for the naming and numbering of new or existing streets and buildings within the borough boundaries. The council carries out these functions under The London Building Acts (amendment) Act 1939 – Part 11.

Section 5 allows an intended name of a road to be proposed to the Council, and if the Council objects to that name it must do so within one month. The Council will place a public notice about the name and consult the postal and emergency services and any interested party affected by the name. However

Section 6 allows the Council to assign any name it thinks fit, after carrying out consultations outlined above.

The council has sole right to:

Name new streets and pathways (parks are excluded)

Name new buildings (licensed premises and theatres are excluded)

Rename existing streets and buildings

Decide on numbering and renumbering of buildings

Procedure

The decision to name streets and the numbering of buildings follows council guidelines and various legal statutes. In May of this year it was agreed by Cabinet that:

The guidelines for street naming be reviewed and updated with agreed criteria

Approval be given for the Leader of the Council to have discretionary authority to consider and agree the use of names relating to contemporary, local or national events and activity, and

Approval be given for the Leader of the Council to have discretionary authority to agree the use of names of an individual or notable person who was born or lived in the area or had a significant connection with the area/site or building.

The above recommendations were agreed by Cabinet and immediately implemented. The introduction of charges for street naming and numbering would not affect any of these recommendations.

The processing of proposals for new street naming and numbering require quick turn around of decisions and do not attract extensive public interest. For proposals to name new streets the developer is asked in the first instance for suggestions within Council guidelines. If the developer cannot think of a name, officers look into the local history of the area to find out whether there are any appropriate names that might be considered. In appropriate cases that can involve liaison with local history societies (RAF Eastcote Street naming involved input from the local history society).

When it is a Council Scheme the housing association or the Council may also suggest names, but a formal process must be followed. The general rule is that if the name of a person is suggested; for example, government officers, MPs, Royalty, Councillors etc this person must have been dead for ten years. In the rare event that this principle is disregarded then written permission must be obtained from that person or next-of-kin.

Formal consultation is carried out with the Post Office, Fire Brigade and Ambulance Service to check whether they have any objections to the proposed name. If there are no objections the name and postal number for each dwelling is officially allocated and a notice issued to the developer. Confirmation is sent to those consulted and then the Post Office allocates the postcode/s. Each month officers issue a list of all new addresses distributed to a number of council departments as well as adjoining boroughs, the Police, BT, Cable Corp, and Bartholomew Maps. Ordnance Survey is also advised. Site visits are often required to verify application details. There is thus quite a lot of work involved in the various administrative processes carried out by Council technical support staff.

Potential to generate income from naming of streets and buildings

Section 93 of the Local Government Act 2003 confers a general power to charge for discretionary services with the intention of allowing local authorities to recover costs, though not to generate surplus.

Section 93 is already used to justify charged pre-application advice to developers by the Planning Service. (In 2009-2010 this advice generated close to £100K income).

The constraints that exist under Section 93 are (as outlined in the Act):

(2) Subsection (1) does not apply if the authority:-

(a) has power apart from this section to charge for the provision of the service, or

(b) is expressly prohibited from charging for the provision of the service.

(3) The power under subsection (1) is subject to a duty to secure that, taking one financial year with another, the income from charges under that subsection does not exceed the costs of provision.

Section 2(a) is effectively stating that authorities should not double charge. One example is a fee being paid on submission of a planning application, should not be followed by another fee under Section 93.

Charges for Hillingdon

To name or rename a road: £250 + VAT

To name or rename a building/street numbering £100.00 + VAT

Research on possible names for roads or buildings: £60:00 + VAT per hour, chargeable in 15 minute units.

It should be noted that for RAF Eastcote there was considerable research into suitable names linked to the history of the site as an RAF base. The research charge would therefore be very sensible in light of future re-development plans for other RAF sites in the Borough.

Examples of charging from Authorities covered by the London Building Act Part II Amendment of 1939

Overall Highest London charges	KENSINGTON & CHELSEA	To name or rename an existing road or building: £125.00	To name a new road or building £515.00	Research on possible names for roads or buildings: £50:00 per hour, chargeable in 15 minute units
Medium Charge/Easy to Apply fees	EALING	Street Naming £ 250	Building Naming £ 100 Street Numbering £ 100	
Lower charge/Complicated fees	BARKING & DAGENHAM Charges exclude VAT:	New property (1) = £40 Change of approved address = £40	New Road Name = £210 New Property Name = £190	Conversion of existing property to up to 4 units = £95 New plots within a development (from 2 to 25) each = £31.50 New plots within a development (26 to 99) each = £26.25 New plots within a development (100 or more) each = £21

Hillingdon have implemented charges in a 'mid-range', similar to those which Ealing have in place. These have the advantage of being relatively straightforward to apply and administer. The £515 charge to re-name a building imposed by Kensington and Chelsea may be appropriate in the context of the very high house land values in that Borough, but is arguably not appropriate to Hillingdon. Furthermore it could lead to conflict with Section 93 subsection (3) if applied in Hillingdon. The vast majority of requests (between 100 and 200 requests a year for Hillingdon) are for new building names or street numbering.

Highways Act Charges

Charges under the Highways Act 1980 regard the regulation of the erection of banners on street furniture and erection of festive lights and decorations.

It is a requirement of S 117 and S 171 of the Highways Act 1980 to obtain the permission of the local authority for the erection of banners and also the erection of festive lights or decorations on street furniture or guardrails. This is to ensure that the liability of the council to claims that might result from any accidents arising from or caused by the activity, is retained by the applicant.

The charging of fees to community groups or charities has been the subject of recent concern as such groups have suggested that it is unfair or unreasonable for the council to charge when their funds are generated entirely for the benefit of residents, local business groups or charitable activities.

The principal has been accepted in relation to Street Trading applications and as a consequence Cabinet in October authorised that fees from community groups may be waived for Street Trading applications during the current regulations amendment consultation period, subject to the individual approval of the Corporate Director of Planning, Environment & Community Services and the Leader. A final report regards the results of consultation concerning these proposed changes to Street Trading will be considered by Cabinet in January when a final decision will be taken.

It is quite common for residents associations and chambers of commerce to seek permission for banners promoting events and for erection of lights and decorations in town centres.

Consequently, it is considered that there should be similar dispensation for community groups and charities regards licenses and permits issued under the Highways Act 1980 for matters such as banners on guardrails, decorative lights, where there has previously been a charge of £143.50 per application.

Community groups are defined as one which is based within the boundaries of the borough, and are self funding, run by volunteers, and / or established to benefit residents groups, business groups or charities. Community groups may not seek to waive the fees of commercial organisations associated with, working for or contributing to their events or activities, unless their premises front onto the location of the community event and for that occasion only.

PROPOSED RECOMMENDATION

That Cabinet approve the waiving of fees for community groups and charities in relation the erection of banners, festive lights and similar.

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Facilities ManagementCivic Centre Room Hire Rates

CR2 per hour	M	EXP	21.55	0.00%	21.55	0.00%	22.10	2.55%	22.10	2.55%	
CR3 per hour	M	EXP	28.62	0.00%	28.62	0.00%	29.30	2.38%	29.30	2.38%	
CR3a per hour	M	EXP	25.83	0.00%	25.83	0.00%	26.50	2.59%	26.50	2.59%	
CR3/3a combined per hour	M	EXP	43.08	0.00%	43.08	0.00%	44.10	2.37%	44.10	2.37%	
CR4 per hour	M	EXP	34.33	0.00%	34.33	0.00%	35.20	2.53%	35.20	2.53%	
CR4a per hour	M	EXP	25.83	0.00%	25.83	0.00%	26.50	2.59%	26.50	2.59%	
CR4/4a combined per hour	M	EXP	43.08	0.00%	43.08	0.00%	44.20	2.60%	44.20	2.60%	
CR5 per hour	M	EXP	43.08	0.00%	43.08	0.00%	44.20	2.60%	44.20	2.60%	
CR6 per hour	M	EXP	43.08	0.00%	43.08	0.00%	44.20	2.60%	44.20	2.60%	
CR7 per hour	M	EXP	20.18	0.00%	20.18	0.00%	20.70	2.58%	20.70	2.58%	
CR8 per hour	M	EXP	21.58	0.00%	21.58	0.00%	22.10	2.41%	22.10	2.41%	
CR9 per hour	M	EXP	21.58	0.00%	21.58	0.00%	22.10	2.41%	22.10	2.41%	
Interview rooms per hour	M	EXP	13.45	0.00%	13.45	0.00%	13.80	2.60%	13.80	2.60%	
Council Chamber per hour	M	EXP	82.78	0.00%	82.78	0.00%	84.90	2.56%	84.90	2.56%	
Middlesex Suite (Day) per hour	M	EXP	78.83	0.00%	78.83	0.00%	80.80	2.50%	80.80	2.50%	
Middlesex Suite (Night) per hour	M	EXP	110.25	0.00%	110.25	0.00%	113.00	2.49%	113.00	2.49%	
Bar Area per hour	M	EXP	43.08	0.00%	43.08	0.00%	44.20	2.60%	44.20	2.60%	

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Borough Wide Building Services											
Catering Recharge	M	STD	YES dining costs		YES dining costs		cost + 15%		cost + 15%		
Day To Day Repairs Under £250	M	EXP	cost + £35		cost + £35		cost + £35		cost + £35		
Day To Day Repairs £250 To £5000	M	EXP	cost + 12.5%		cost + 12.5%		cost + 12.5%		cost + 12.5%		
Day To Day Repairs Above £5000	M	EXP	cost + 10%		cost + 10%		cost + 10%		cost + 10%		
Day To Day Repairs Under £250	M	STD	cost + £35 + VAT		cost + £35 + VAT		cost + £35 + VAT		cost + £35 + VAT		
Day To Day Repairs £250 To £5000	M	STD	cost + 12.5% + VAT		cost + 12.5% + VAT		cost + 12.5% + VAT		cost + 12.5% + VAT		
Day To Day Repairs Above £5000	M	STD	cost + 10% +VAT		cost + 10% +VAT		cost + 10% +VAT		cost + 10% +VAT		
Service Contracts	M	EXP	cost + 10%		cost + 10%		cost + 10%		cost + 10%		
Service Contracts	M	STD	cost + 10% +VAT		cost + 10% +VAT		cost + 10% +VAT		cost + 10% +VAT		
Queenswalk Room Hire - Standard training room per hour	M	EXP	25.00	0.00%	25.00	0.00%	26.00	4.00%	26.00	4.00%	
Queenswalk Room Hire - Standard training room 1/2 Day	M	EXP	48.00	0.00%	48.00	0.00%	50.00	4.17%	60.00	25.00%	
Queenswalk Room Hire - Standard training room full day	M	EXP	100.00	0.00%	100.00	0.00%	100.00	0.00%	120.00	20.00%	
Queenswalk Venue Hire - ICT suite per hour	M	EXP	30.00	0.00%	30.00	0.00%	31.00	3.33%	31.00	3.33%	
Queenswalk Catering - catering recharge	M	STD					cost + 15%		cost + 15%		
Queenswalk Photocopying - per copy	M	STD	0.05	2.13%	0.05	2.13%	0.06	17.50%	0.06	17.50%	

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Commercial Premises Licence Fees**Disposal of non product of animal origin**

1 to 1,000kg	B	NB	48.00	0.00%	48.00	0.00%	48.00	0.00%	48.00	0.00%	
1,001 to 2,000kg	B	NB	95.00	0.00%	95.00	0.00%	95.00	0.00%	95.00	0.00%	
2,001 to 3,000kg	B	NB	140.00	0.00%	140.00	0.00%	140.00	0.00%	140.00	0.00%	

Animal Boarding Establishments

No of animals 1 to 9	B	NB	119.00	0.00%	119.00	0.00%	125.00	5.04%			
No of animals 10 to 24	B	NB	169.00	0.00%	169.00	0.00%	177.00	4.73%			
No of animals 25 to 49	B	NB	248.00	0.00%	248.00	0.00%	260.00	4.84%			
No of animals 50 to 75	B	NB	338.00	0.00%	338.00	0.00%	355.00	5.03%			
No of animals 75+ (New category)	B	NB	400.00	0.00%	400.00	0.00%	420.00	5.00%			

Dangerous Wild Animals

Including vets fees	B	NB	214.00	0.00%	214.00	0.00%	75 + vet fee				
Game dealers licences	B	NB	0.00		0.00		0.00				

Performing Animals

Registration	B	NB	377.00	0.00%	377.00	0.00%	396.00	5.04%			
Certificate	B	NB	98.00	0.00%	98.00	0.00%	102.00	4.08%			

Pet Shops

Including vets fees	B	NB	183.00	0.00%	183.00	0.00%	192.00	4.92%			
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Riding Establishments											
No of animals 1 to 5	B	NB	518.00	0.00%	518.00	0.00%	75 + vet fee				
No of animals 6 to 20	B	NB	574.00	0.00%	574.00	0.00%	75 + vet fee				
No of animals 21 to 35 (Category restructured)	B	NB	649.00	0.00%	649.00	0.00%	75 + vet fee				
No of animals 36 to 50 (Category restructured)	B	NB	739.00	0.00%	739.00	0.00%	75 + vet fee				
No of animals 51+ (New category)	B	NB	802.00	0.00%	802.00	0.00%	75 + vet fee				
Breeding of Dogs											
Renewal	B	NB	153.00	0.00%	153.00	0.00%	75 + vet fee				
Export Licences											
Visit not required	B	NB	52.00	0.00%	52.00	0.00%	55.00	5.77%			
Visit required	B	NB	90.00	0.00%	90.00	0.00%	95.00	5.56%			
Pharmacy and Poisons											
Applications	B	NB	41.00	0.00%	41.00	0.00%	43.00	4.88%			
Change of name	B	NB	23.00	0.00%	23.00	0.00%	24.00	4.35%			
Renewal	B	NB	39.00	0.00%	39.00	0.00%	41.00	5.13%			
Other Licenses											
Special Premises 10/11 New Categories and charges - Laser Renewal - Up to 18 months	B	NB	0.00		0.00		750.00	100.00%			
Special Premises 10/11 New Categories and charges - 2 - 3 Therapists	B	NB	51.00	0.00%	51.00	0.00%	54.00	5.88%			
Special Premises 10/11 New Categories and charges - 4-6 Therapists	B	NB	76.00	0.00%	76.00	0.00%	80.00	5.26%			

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Special Premises 10/11 New Categories and charges - More than 6 Therapists	B	NB	102.00	0.00%	102.00	0.00%	107.00	4.90%			
Refund or change of details - Admin Fee	B	NB	29.00	0.00%	29.00	0.00%	55.00	89.66%			
Unfit food - Examination and Condemnation certificate (1st Hour)	B	NB	128.00	0.00%	128.00	0.00%	134.00	4.69%			
Unfit food - Examination and Condemnation certificate (Subsequent hours or part of)	B	NB	92.00	0.00%	92.00	0.00%	97.00	5.43%			
Swimming Pool Water - Per visit	B	NB	109.00	0.00%	109.00	0.00%	114.00	4.59%			
Legal enquires -	B	NB	65.00	0.00%	65.00	0.00%	68.00	4.62%			
Response to enquiries - Per letter	B	NB	16.00	0.00%	16.00	0.00%	17.00	6.25%			
Micro-pigmentation - New/Renewal	B	NB					315.00				
Artificial N/Ails - New/Renewal	B	NB					84.00				
Nose piercing - New/Renewal	B	NB					84.00				
Ear cartilage/lobe, - New/Renewal	B	NB					84.00				
Electrical treatments - New/Renewal	B	NB					84.00				
Non-surgical Lasers, & ILS system licence	B	NB	900.00		900.00		900.00	0.00%	900.00	0.00%	
Facials - New/Renewal	B	NB					53.00				

Private Water Supplies - new fees prescribed by Private Water

Per visit	B	NB	50.00	0.00%	50.00	0.00%	100.00	100.00%			
Audit Monitoring	B	NB	435.00	0.00%	435.00	0.00%	500.00	14.94%			
Check Monitoring	B	NB	75.00	0.00%	75.00	0.00%	100.00	33.33%			
Other Sampling and Risk Assessment Combined	B	NB	125.00	0.00%	125.00	0.00%	600.00	380.00%			
Risk Assessment	B	NB	100.00	0.00%	100.00	0.00%	500.00	400.00%			
Other investigations	B	NB	100.00	0.00%	100.00	0.00%	100.00	0.00%			
Granting an Authority	B	NB	50.00	0.00%	50.00	0.00%	100.00	100.00%			

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THE MARRIAGE ACT 1994

Application for Approval	B	NB	433.00	0.00%	433.00	0.00%	450.00	3.93%			
Application for Approval or renewal a premises which currently holds a Premises Licence under the Licensing Act 2003	B	NB	216.00	0.00%	216.00	0.00%	225.00	4.17%			
Application for renewal	B	NB	325.00	0.00%	325.00	0.00%	340.00	4.62%			
Application for a review	B	NB	325.00	0.00%	325.00	0.00%	340.00	4.62%			

The Licensing Act 2003

Application for a new/variation licence BAND A	B	EXP	100.00	0.00%	100.00	0.00%	100.00	0.00%			
Application for a new/variation licence BAND B	B	EXP	190.00	0.00%	190.00	0.00%	190.00	0.00%			
Application for a new/variation licence BAND C	B	EXP	315.00	0.00%	315.00	0.00%	315.00	0.00%			
Application for a new/variation licence BAND D	B	EXP	450.00	0.00%	450.00	0.00%	450.00	0.00%			
Application for a new/variation licence BAND E	B	EXP	635.00	0.00%	635.00	0.00%	635.00	0.00%			
Application for a new/variation licence BAND D Multiplier	B	EXP	900.00	0.00%	900.00	0.00%	900.00	0.00%			
Application for a new/variation licence BAND E Multiplier	B	EXP	1,905.00	0.00%	1,905.00	0.00%	1,905.00	0.00%			
Annual fee for premises/club licence BAND A	B	EXP	70.00	0.00%	70.00	0.00%	70.00	0.00%			
Annual fee for premises/club licence BAND B	B	EXP	180.00	0.00%	180.00	0.00%	180.00	0.00%			
Annual fee for premises/club licence BAND C	B	EXP	295.00	0.00%	295.00	0.00%	295.00	0.00%			
Annual fee for premises/club licence BAND D	B	EXP	320.00	0.00%	320.00	0.00%	320.00	0.00%			
Annual fee for premises/club licence BAND E	B	EXP	350.00	0.00%	350.00	0.00%	350.00	0.00%			
Annual fee for premises/club licence BAND D Multiplier	B	EXP	640.00	0.00%	640.00	0.00%	640.00	0.00%			
Annual fee for premises/club licence BAND E Multiplier	B	EXP	1,050.00	0.00%	1,050.00	0.00%	1,050.00	0.00%			
Application for a copy of licence	B	EXP	10.50	0.00%	10.50	0.00%	10.50	0.00%			

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Application for a provisional statement	B	EXP	315.00	0.00%	315.00	0.00%	315.00	0.00%			
Notification of change of name/address of premises licence holder	B	EXP	10.50	0.00%	10.50	0.00%	10.50	0.00%			
Notification of change of name/address of DPS	B	EXP	10.50	0.00%	10.50	0.00%	10.50	0.00%			
Change of registered address of club	B	EXP	10.50	0.00%	10.50	0.00%	10.50	0.00%			
Change of club rules	B	EXP	10.50	0.00%	10.50	0.00%	10.50	0.00%			
Interim Authority Notice	B	EXP	23.00	0.00%	23.00	0.00%	23.00	0.00%			
Application to transfer premises licence	B	EXP	23.00	0.00%	23.00	0.00%	23.00	0.00%			
Application to vary premises licence to specify DPS	B	EXP	23.00	0.00%	23.00	0.00%	23.00	0.00%			
Declaration of interest	B	EXP	21.00	0.00%	21.00	0.00%	21.00	0.00%			
Minor variation	B	EXP	89.00	0.00%	89.00	0.00%	89.00	0.00%			
Application for a personal licence	B	EXP	37.00	0.00%	37.00	0.00%	37.00	0.00%			
Application to change name/address on personal licence	B	EXP	10.50	0.00%	10.50	0.00%	10.50	0.00%			
Application for a copy of personal licence	B	EXP	10.50	0.00%	10.50	0.00%	10.50	0.00%			
Temporary Event Notice	B	EXP	21.00	0.00%	21.00	0.00%	21.00	0.00%			

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The Gambling Act 2005

Registration of small society lottery	B	EXP	40.00	0.00%	40.00	0.00%	40.00	0.00%			
Renewal of registration of small society lottery	B	EXP	20.00	0.00%	20.00	0.00%	20.00	0.00%			
Application for a premises licence - Bingo	B	EXP	3,500.00	0.00%	3,500.00	0.00%	3,500.00	0.00%			
Application for a premises licence - Adult Gaming Centre	B	EXP	2,000.00	0.00%	2,000.00	0.00%	2,000.00	0.00%			
Application for a premises licence - Family Entertainment Centre	B	EXP	2,000.00	0.00%	2,000.00	0.00%	2,000.00	0.00%			
Application for a premises licence - Betting Premises (Track)	B	EXP	2,500.00	0.00%	2,500.00	0.00%	2,500.00	0.00%			
Application for a premises licence - betting Premises (Other)	B	EXP	3,000.00	0.00%	3,000.00	0.00%	3,000.00	0.00%			
Annual fee for a premises licence - Bingo	B	EXP	1,000.00	0.00%	1,000.00	0.00%	1,000.00	0.00%			
Annual fee for a premises licence - Adult Gaming Centre	B	EXP	1,000.00	0.00%	1,000.00	0.00%	1,000.00	0.00%			
Annual fee for a premises licence - Family Entertainment Centre	B	EXP	750.00	0.00%	750.00	0.00%	750.00	0.00%			
Annual fee for a premises licence - Betting Premises (Track)	B	EXP	1,000.00	0.00%	1,000.00	0.00%	1,000.00	0.00%			
Annual fee for a premises licence - betting Premises (Other)	B	EXP	600.00	0.00%	600.00	0.00%	600.00	0.00%			
Application for a variation of premises licence - Bingo	B	EXP	1,750.00	0.00%	1,750.00	0.00%	1,750.00	0.00%			
Application for a variation of premises licence - Adult Gaming Centre	B	EXP	1,000.00	0.00%	1,000.00	0.00%	1,000.00	0.00%			
Application for a variation of premises licence - Family Entertainment Centre	B	EXP	1,000.00	0.00%	1,000.00	0.00%	1,000.00	0.00%			
Application for a variation of premises licence - Betting Premises (Track)	B	EXP	1,250.00	0.00%	1,250.00	0.00%	1,250.00	0.00%			
Application for a variation of premises licence - betting Premises (Other)	B	EXP	1,500.00	0.00%	1,500.00	0.00%	1,500.00	0.00%			

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Application for a transfer of premises licence - Bingo	B	EXP	1,200.00	0.00%	1,200.00	0.00%	1,200.00	0.00%			
Application for a transfer of premises licence - Adult Gaming Centre	B	EXP	1,200.00	0.00%	1,200.00	0.00%	1,200.00	0.00%			
Application for a transfer of premises licence - Family Entertainment Centre	B	EXP	1,200.00	0.00%	1,200.00	0.00%	1,200.00	0.00%			
Application for a transfer of premises licence - Betting Premises (Track)	B	EXP	950.00	0.00%	950.00	0.00%	950.00	0.00%			
Application for a transfer of premises licence - betting Premises (Other)	B	EXP	1,200.00	0.00%	1,200.00	0.00%	1,200.00	0.00%			
Application for an Unlicensed Family Entertainment Centre Gaming Machine Permit	B	EXP	300.00	0.00%	300.00	0.00%	300.00	0.00%			
Licensed premises gaming machine permit	B	EXP	150.00	0.00%	150.00	0.00%	150.00	0.00%			
Annual fee for licensed premises gaming machine permit	B	EXP	50.00	0.00%	50.00	0.00%	50.00	0.00%			
Application for club gaming/gaming machine permit	B	EXP	150.00	0.00%	150.00	0.00%	150.00	0.00%			
Annual fee for club gaming/gaming machine permit	B	EXP	50.00	0.00%	50.00	0.00%	50.00	0.00%			
Transfer of gaming machine permit	B	EXP	25.00	0.00%	25.00	0.00%	25.00	0.00%			
Notification of 2 x gaming machines	B	EXP	50.00	0.00%	50.00	0.00%	50.00	0.00%			

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Trading Standards

Weights and Measures

Examining, adjusting, certifying, stamping, authorising or reporting of special weighing or measuring equipment per hour	B	NB	66.00	0.00%	66.00	0.00%	68.70	4.09%			
Fees for purpose of S74 Weights & Measures Act 1985	B	NB	66.00	0.00%	66.00	0.00%	68.70	4.09%			
Linear measures not exceeding 3m for each scale	B	NB	9.70	0.00%	9.70	0.00%	10.10	4.12%			
Capacity measures without division not exceeding 1 litre or 1 qt	B	NB	7.60	0.00%	7.60	0.00%	7.90	3.95%			
Cubic ballast measures (other than brim measures)	B	NB	143.50	0.00%	143.50	0.00%	150.00	4.53%			
Liquid capacity measures for making up and checking average quantity purchases	B	NB	23.00	0.00%	23.00	0.00%	23.90	3.91%			
Template per scale - First item	B	NB	39.80	0.00%	39.80	0.00%	41.40	4.02%			
Template per scale - Second item	B	NB	15.90	0.00%	15.90	0.00%	16.50	3.77%			
Weighing Instruments - Exceeding 250kg to 1 tonne	B	NB	52.00	0.00%	52.00	0.00%	54.10	4.04%			
Weighing Instruments - Exceeding 1 tonne to 10 tonnes	B	NB	123.50	0.00%	123.50	0.00%	129.00	4.45%			
Weighing Instruments - Exceeding 10 tonnes to 30 tonnes	B	NB	340.50	0.00%	340.50	0.00%	340.50	0.00%			
Weighing Instruments - Exceeding 10 tonnes to 30 tonnes (weights and labour provided)	B	NB	170.00	0.00%	170.00	0.00%	170.00	0.00%			
Weighing Instruments - Exceeding 30 tonnes to 60 tonnes	B	NB	560.00	0.00%	560.00	0.00%	560.00	0.00%			
Weighing Instruments - Exceeding 30 tonnes to 60 tonnes (weights and labour provided)	B	NB	280.00	0.00%	280.00	0.00%	280.00	0.00%			

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Measuring Instruments for Liquid Fuel and Lubricants

Container Type (un-subdivided)	B	NB	57.80	0.00%	57.80	0.00%	61.90	7.09%			
Single / multi-outlets (nozzles) - Each Additional nozzle tested	B	NB	95.40	0.00%	95.40	0.00%	101.70	6.60%			
Single / multi-outlets (nozzles) - First nozzle tested per site A charge to cover any Additional costs involved in testing ancillary equipment which requires Additional testing on site, such as credit card acceptors, could be based upon the basic fee given above plus Additional costs at a rate per extra officer/hour	B	NB	58.60	0.00%	58.60	0.00%	62.40	6.48%			
	B	NB	66.00	0.00%	66.00	0.00%	68.70	4.09%			

Road Tanker Liquid Fuel Measuring Equipment (Above 100 litres)

Meter measuring system - Dry hose type with two testing liquids	B	NB	190.00	0.00%	190.00	0.00%	197.00	3.68%			
Meter measuring system - Wet hose type with two testing liquids	B	NB	235.00	0.00%	235.00	0.00%	244.00	3.83%			
Dipstick measuring systems - Up to 7,600 litres (for calibration of each compartment and production of chart)	B	NB	141.00	0.00%	141.00	0.00%	146.50	3.90%			
Dipstick measuring systems - Over 7,600 litres basic fees + costs per hour at a rate of:	B	NB	66.00	0.00%	66.00	0.00%	68.70	4.09%			
Initial dipstick	B	NB	17.40	0.00%	17.40	0.00%	18.00	3.45%			
Spare dipstick	B	NB	17.40	0.00%	17.40	0.00%	18.00	3.45%			
Replacement dipstick (for calibration of each compartment and production of chart)	B	NB	36.60	0.00%	36.60	0.00%	38.10	4.10%			

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Explosives											
Registered premises (Statutory Fee) New	B	NB	100.00	0.00%	100.00	0.00%	105.00	5.00%			
Registered premises (Statutory Fee) Renewal	B	NB	50.00	0.00%	50.00	0.00%	52.00	4.00%			
Licensed store (Statutory Fee) New	B	NB	170.00	0.00%	170.00	0.00%	178.00	4.71%			
Licensed store (Statutory Fee) Renewal	B	NB	80.00	0.00%	80.00	0.00%	83.00	3.75%			
Licence to sell all year (statutory Fee)	B	NB	500.00	0.00%	500.00	0.00%	500.00	0.00%			
Sale of goods											
By competitive bidding	B	NB	170.00	0.00%	170.00	0.00%	174.00	2.35%			
Motor Salvage Operations Registration											
New applications and renewals	B	NB	98.40	0.00%	99.40	0.00%	102.50	4.17%			
Access to public register	B	NB	no charge		no charge		no Charge				
Certified copy of single entry (per copy)	B	NB	11.30	0.00%	11.30	0.00%	11.80	4.42%			
Non-certified copy of one or more entries	B	NB	3.50	0.00%	3.50	0.00%	3.70	5.71%			

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Pest Control

Emergency Work - Rodent Treatment	R	STD	48.00	2.13%			48.00	0.00%			
No Access - Rodent Treatment	R	STD	36.00	2.13%			36.00	0.00%			
Rented Property - Rodent Treatment	R	STD	93.60	2.13%			93.60	0.00%			
Occupied Property - Rodent Treatment	R	STD	60.00				60.00	0.00%			

Trade Refuse

Normal domestic sized dustbin, plastic sack or agreed equivalent. Approx 90 litres capacity (each)	B	NB	2.50	0.00%	2.50	0.00%	2.80	12.00%	2.80	12.00%	
960 litre capacity bulk bin. (Hire & empty)	B	NB	12.80	0.00%	12.80	0.00%	14.10	10.16%	14.10	10.16%	
1100 litre capacity bulk bin (1-3 bins). Hire & empty	B	NB	14.50	0.00%	14.50	0.00%	16.00	10.34%	16.00	10.34%	
1100 litre capacity bulk bin (4 bins and over). Hire & empty	B	NB	11.50	0.00%	11.50	0.00%	12.70	10.43%	12.70	10.43%	
1280 litre capacity bulk bin. Hire & empty	B	NB	16.45	0.00%	16.45	0.00%	18.20	10.64%	18.20	10.64%	
1100 litre capacity bulk bin for recycling (mixed paper, cards, cans and plastic bottles) hire & empty (fortnightly collection)	B	NB	5.00	0.00%	5.00	0.00%	5.00	0.00%	5.00	0.00%	
Container reinstatement fee following removal due to late payment (per site)	B	NB	61.00	0.00%	61.00	0.00%	67.40	10.49%	67.40	10.49%	
Hire charge for supply of 960 litre bulk bin for domestic / charity collection purposes (per 6 months)	B	NB	42.55	0.00%	42.55	0.00%	42.55	0.00%	42.55	0.00%	
Hire charge for supply of 1100 litre bulk bin for domestic / charity collection purposes (per 6 months)	B	NB	49.36	0.00%	49.36	0.00%	49.36	0.00%	49.36	0.00%	
Hire charge for supply of 1280 litre bulk bin for domestic / charity collection purposes (per 6 months)	B	NB	57.02	0.00%	57.02	0.00%	57.02	0.00%	57.02	0.00%	
Hire charge for supply of 1100 litre recycling bin for domestic / charity collection purposes (per 6 months)	B	NB	23.83	0.00%	23.83	0.00%	23.83	0.00%	23.83	0.00%	

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Special one-off collections (by arrangement). From	B	NB	42.55	0.00%	42.55	0.00%	46.33	8.88%	46.33	8.88%	
Special one-off collections (residents) up to 4 items	R	NB	12.77	0.00%	12.77	0.00%	17.17	34.47%	17.17	34.47%	
Special one-off collections (residents) 4 items up to 8 items	R	NB	25.53	0.00%	25.53	0.00%	29.67	16.19%	29.67	16.19%	
Special one-off collections (residents) 8 items up to 12 items	R	NB	38.30	0.00%	38.30	0.00%	42.17	10.10%	42.17	10.10%	
Entry Charge	B	NB	8.51	0.00%	8.51	0.00%	8.51	0.00%	8.51	0.00%	
Trade waste at CA sites	B	NB	144.68	0.00%	144.68	0.00%	151.67	4.83%	151.67	4.83%	

Public Conveniences

Hatton Cross - Per entry	M	NB	0.10	0.00%	0.10	0.00%	0.10	0.00%			
Oakland Gate - Per entry	M	NB	0.10	0.00%	0.10	0.00%	0.10	0.00%			
Park Lane, Harefield - Per entry	M	NB	0.10	0.00%	0.10	0.00%	0.10	0.00%			
Linden Avenue - Per entry	M	NB	0.20	0.00%	0.20	0.00%	0.20	0.00%			

Street-Scene Enforcement**Minor Highways Fees**

Building Materials (charge per application)	B	NB	140.00	0.00%	140.00	0.00%	143.50	2.50%	143.50	2.50%	
Application for Banners on Street Furniture	M	NB					147.10				
Application for Festive Lights & Decorations	M	NB					147.10				

Skip Licencing

(charge per application. (for 1-49)	B	NB	16.40	0.00%	16.40	0.00%	16.80	2.44%	16.80	2.44%	
(charge per application. (for 50+) Registered skip companies purchase blocks of applications)	B	NB	Recharged at Cost				Recharged at Cost				
Rechargeable costs for unauthorised skips - removal fees	B	NB	Recharged at Cost				Recharged at Cost				

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Street Trading Licences

Pitch (Permanent)	B	NB	820.00	0.00%	820.00	0.00%	840.50	2.50%	840.50	2.50%	
Pitch (Temporary - 6 months)	B	NB	0.00				420.25		420.25		
Shops Front (per metre depth) - 6 months	B	NB	66.50	0.00%	66.50	0.00%	68.15	2.48%	68.15	2.48%	
Change of Licenses (including trading area) - 6 months	B	NB	66.50	0.00%	66.50	0.00%	68.15	2.48%	68.15	2.48%	
Consent for distribution of free printed matter (per application - covering a period of 8 hours)	B	NB	0.00		0.00		26.30		26.30		

Minor Highways Fees

Scaffold / Hoarding (Additional charge per hour)	B	NB	0.00		0.00				50.00		
Plant & Maintain Licences(Additional cost /hr	B	NB	0.00		0.00		50.00		50.00		
Mobile Construction Equipment (e.g. cranes on the highway)	B	NB	0.00		0.00				50.00		
Additional cost per hr	B	NB	0.00		0.00				50.00		
Scaffold / Hoarding (charge per application)	B	NB	150.00	0.00%	150.00	0.00%			170.00	13.33%	
Plant & Maintain Licences(Basic cost charged per application)	M	NB	140.00	0.00%	140.00	0.00%	170.00	21.43%	170.00	21.43%	
Mobile Construction Equipment (e.g. cranes on the highway)	B	NB	150.00	0.00%	150.00	0.00%			170.00	13.33%	
Oversail Licences (e.g. cranes and canopies)	B	NB	150.00	0.00%	150.00	0.00%			170.00	13.33%	
Entrance to Cellars and Pavement Lights	B	NB	Recharged at costs		0.00		Recharged at costs				

Cars for Sale on the Highway

Removals - not a licencable fee and charge hardly ever occurs, we would pass on full cost and storage removed vehicle upon collection by owner.	B	NB	Recharged at costs		0.00		Recharged at costs				
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Street Trading

Continental Market (Fee per day per stall)	B	NB	0.00		0.00		50.00		50.00		
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"A" Board fees & charges - very rarely have to removed these and if we did we would pass removal costs on to relevant party.

Initial application fee	B	NB	50.00	0.00%	50.00	0.00%	51.50	3.00%	51.50	3.00%	
Once approved by Planning a further:	B	NB	93.50	0.00%	93.50	0.00%	96.30	2.99%	96.30	2.99%	
Thereafter annual fee	B	NB	143.50	0.00%	143.50	0.00%	147.80	3.00%	0.00	-100.00%	

Public Rights of Way

Application to change definitive map & statement	M	NB	130.00	0.00%	130.00	0.00%	140.00	7.69%	140.00	7.69%	
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Highways Enquires

For legal purposes requiring a written response	B	NB	50.00	0.00%	50.00	0.00%	50.00	0.00%	50.00	0.00%	
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Streetworks Inspection/Licensing

Sample Inspection	B	NB	50.00	0.00%	50.00	0.00%	50.00	0.00%	50.00	0.00%	
Defected Works	B	NB	47.50	0.00%	47.50	0.00%	47.50	0.00%	47.50	0.00%	
License new plant	B	NB	375.00	0.00%	375.00	0.00%	400.00	6.67%	400.00	6.67%	
license old plant	B	NB	375.00	0.00%	375.00	0.00%	400.00	6.67%	400.00	6.67%	
Streetworks Overruns (min/day)	B	NB	100.00	0.00%	100.00	0.00%	100.00	0.00%	100.00	0.00%	
Streetworks Overruns (max/day)	B	NB	2,500.00	0.00%	2,500.00	0.00%	2,500.00	0.00%	2,500.00	0.00%	
Bar marks in front of vehicle crossings	M	NB	125.00	0.00%	125.00	0.00%	135.00	8.00%	135.00	8.00%	

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Minor Highways Fees											
Vehicle Crossings (Average crossing)	R	NB	793.00	0.00%	793.00	0.00%	872.00	9.96%			
Oversail Licences (e.g. cranes and canopies) Additional charges per hr	B	NB	0.00		0.00		N/A		50.00		
All Highways enquiries for legal purposes requiring written response	M	NB	0.00		0.00		50.00		50.00		
Additional Highways Enquiries											
Standard Highways Adoption Question (1 to 3 questions)	B	EXP	30.00	0.00%	30.00	0.00%	31.50	5.00%	31.50	5.00%	
Additional Highways Questions (each)	B	EXP	10.00	0.00%	10.00	0.00%	10.50	5.00%	10.50	5.00%	
Penalties											
Litter Enforcement (Fixed Penalty Notice)	M	NB	80.00	0.00%	80.00	0.00%	80.00	0.00%	80.00	0.00%	
Graffiti (Fixed Penalty)	M	NB	80.00	0.00%	80.00	0.00%	80.00	0.00%	80.00	0.00%	
Dog Control Orders (Fixed Penalty)	M	NB	80.00	0.00%	80.00	0.00%	80.00	0.00%	80.00	0.00%	
Dog Warden Services (Fixed Penalty)	M	NB	25.00	0.00%	25.00	0.00%	25.00	0.00%	25.00	0.00%	
Dog warden Services (Transportation costs) First offence within 12 Months	M	NB	36.00	2.13%	36.00	2.13%	45.00	25.00%	45.00	25.00%	
Dog warden Services (Transportation costs) Second offence within 12 Months	M	NB	36.00	2.13%	36.00	2.13%	70.00	94.44%	70.00	94.44%	
Dog warden Services (Transportation costs) Third offence within 12 Months	M	NB	36.00	2.13%	36.00	2.13%	90.00	150.00%	90.00	150.00%	
Duty of care (Fixed Penalty)	M	NB	90.00	0.00%	90.00	0.00%	90.00	0.00%	90.00	0.00%	
Fly Posting (Fixed Penalty)	M	NB	90.00	0.00%	90.00	0.00%	90.00	0.00%	90.00	0.00%	
Contravention of conditions - Street trading licence (Fixed Penalty)	M	NB	90.00	0.00%	90.00	0.00%	90.00	0.00%	90.00	0.00%	

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Contaminated Land

Residential Enquiries - Per hour (Current Year) Flat Rate (From Jan 2011)	R	STD	52.80	2.13%	52.80	2.13%	60.00	13.64%	60.00	13.64%	
Commercial Enquiries - Per hour (Current Year) Flat Rate (From Jan 2011)	B	STD			72.00	2.13%			150.00	108.33%	

Hall Hire Charges

Meeting Hall Hire - Scale 1 (Haydon Hall)

Rooms 1, 3 + 5 Mon - Fri	B	EXP	38.00	0.00%	38.00	0.00%					
Whole Hall Sat / Sun & Bank Holidays	B	EXP	55.00	0.00%	55.00	0.00%					
Rooms 2 or 4 or 6 Mon - Fri	B	EXP	32.00	0.00%	32.00	0.00%					

Meeting Hall Hire - Scale 2

Rooms 1, 3 + 5 Mon - Fri	B	EXP	20.00	0.00%	20.00	0.00%					
Whole Hall Sat / Sun & Bank Holidays	B	EXP	29.00	0.00%	29.00	0.00%					
Rooms 2 or 4 or 6 Mon - Fri	B	EXP	16.00	0.00%	16.00	0.00%					

Cavendish Hall (Leased to Richtone Ltd - prices shown are the maximum that can be charged) - Scale 2

Ground floor hall Mon - Thurs	B	EXP	19.00	0.00%	19.00	0.00%					
First floor hall Mon - Thurs	B	EXP	19.00	0.00%	19.00	0.00%					
Upstairs small room Mon - Thurs	B	EXP	15.00	0.00%	15.00	0.00%					
Ground floor hall Fri / Sat / Sun	B	EXP	27.00	0.00%	27.00	0.00%					
First floor hall Fri / Sat / Sun	B	EXP	27.00	0.00%	27.00	0.00%					
Upstairs small room Fri / Sat / Sun	B	EXP	16.00	0.00%	16.00	0.00%					

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The Grange (Leased to Lido Catering Co Ltd - prices shown are the maximum that can be charged)

Large Room Mon - Thurs	B	EXP	16.00	0.00%	16.00	0.00%					
Medium room Mon - Thurs	B	EXP	16.00	0.00%	16.00	0.00%					
Small room Mon - Thurs	B	EXP	15.00	0.00%	15.00	0.00%					
Large Room Fri / Sat / Sun	B	EXP	20.00	0.00%	20.00	0.00%					
Medium Room Fri / Sat / Sun	B	EXP	20.00	0.00%	20.00	0.00%					
Small Room Fri / Sat / Sun	B	EXP	16.00	0.00%	16.00	0.00%					

Kings College Pavilion - (Prices shown are the maximum that can be charged)

Small Room Mon - Thurs inc Friday until 4.40pm	B	EXP	11.00	0.00%	11.28	0.00%	11.10	0.91%	11.40	1.11%	
Medium Room Mon - Thurs inc Friday until 4.40pm	B	EXP	11.00	0.00%	11.28	0.00%	11.10	0.91%	11.40	1.11%	
Large Room Mon - Thurs inc Friday until 4.40pm	B	EXP	16.00	0.00%	16.40	0.00%	16.40	2.50%	17.30	5.49%	
Small Room Fri after 4.30 / Sat / Sun	B	EXP	21.00	0.00%	21.53	0.00%	21.50	2.38%	22.70	5.46%	
Medium Room Fri after 4.30 / Sat / Sun	B	EXP	21.00	0.00%	21.53	0.00%	21.50	2.38%	22.70	5.46%	
Large Room Fri after 4.30 / Sat / Sun	B	EXP	31.00	0.00%	31.78	0.00%	31.80	2.58%	33.50	5.43%	

Commercial Events - These are guide prices and will be negotiated on an individual basis.

Commercial events / Operating Days	B	EXP	2,198.00	0.00%	2,198.00	0.00%	2,255.00	2.59%	2,314.00	5.28%	
Commercial events / set up strip down days	B	EXP	366.00	0.00%	366.00	0.00%	375.40	2.57%	385.00	5.19%	
Fairs & Circuses - Monday to Thursday	B	EXP	808.00	0.00%	808.00	0.00%	829.00	2.60%	829.00	2.60%	
Fairs & Circuses - Friday, Saturday, Sunday & Bank Holidays	B	EXP	1,077.00	0.00%	1,077.00	0.00%	1,134.00	5.29%	1,134.00	5.29%	

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Parks & Leisure Facility**Football, Rugby, Hockey, Lacrosse & Gaelic Football (pro rata per match)**

Junior - Without changing facilities	R	EXP	17.00	0.00%	17.85	0.00%	17.50	2.94%	18.80	5.32%	
Pitch hire	R	EXP	23.00	0.00%	24.15	0.00%	23.60	2.61%	25.50	5.59%	
changing facilities	R	EXP	25.00	0.00%	26.25	0.00%	25.70	2.80%	27.63	5.26%	
Class 1A Modern dressing accommodation with hot & cold showers	R	EXP	56.00	0.00%	58.80	0.00%	57.50	2.68%	61.90	5.27%	
Class 111 Dressing accommodation	R	EXP	26.00	0.00%	27.30	0.00%	26.70	2.69%	28.80	5.49%	
Class 1V Other grounds	R	EXP	32.00	0.00%	33.60	0.00%	33.00	3.13%	34.40	2.38%	
Junior Without changing facilities	R	EXP	18.00	0.00%	18.90	0.00%	18.50	2.78%	19.90	5.29%	

Bowls (May to September)

Green Fees (per hour) Adult	R	EXP	5.00	0.00%	5.00	0.00%					
Green Fees (per hour) Senior Citizens and Children	R	EXP	4.00	0.00%	4.00	0.00%					
Season Tickets Adult	R	EXP	112.00	0.00%	112.00	0.00%					
Season Tickets Senior Citizens and Children	R	EXP	57.00	0.00%	57.00	0.00%					

Cricket (pro-rata per match)

Class 1A Modern dressing accommodation with hot & cold showers	R	EXP	100.00	0.00%	105.00	0.00%	102.57	2.57%	110.50	5.24%	
Class 111 Dressing accommodation	R	EXP	65.00	0.00%	68.25	0.00%	66.67	2.57%	71.84	5.26%	
Class 1V Other grounds	R	EXP	51.00	0.00%	53.55	0.00%	52.30	2.55%	56.36	5.25%	
Class 1A Modern dressing accommodation with hot & cold showers	R	EXP	119.00	0.00%	124.95	0.00%	122.05	2.56%	131.53	5.27%	
Class 1B Older dressing accommodation with hot & cold showers	R	EXP	110.00	0.00%	115.50	0.00%	112.82	2.56%	121.58	5.26%	

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Class 11 Dressing accommodation with washing facilities	R	EXP	86.00	0.00%	90.30	0.00%	88.20	2.56%	95.05	5.26%	
All day match (commencing at 10.30 or 11.00am)	R	EXP	0.00		0.00						
Additional charge per match for seasonal or single lettings	R	EXP	16.00	0.00%	16.80	0.00%	16.41	2.56%	17.68	5.24%	

Letting of Open Space

Fund-raising events	B	EXP	FREE		FREE		FREE		FREE		
Charity events	B	EXP	FREE		FREE		FREE		FREE		
Events - profit making or commercial - min. hourly charge	B	EXP	98.00	0.00%	98.00	0.00%	100.51	2.56%	100.51	2.56%	
charge	B	EXP	16.00	0.00%	16.00	0.00%	16.41	2.56%	N/A		
Sports days	B	EXP	22.00	0.00%	22.00	0.00%	22.56	2.55%	23.15	5.23%	
Other events/minimum charge	B	EXP	51.00	0.00%	51.00	0.00%	52.30	2.55%	53.70	5.29%	
Wedding photographs etc (New Charge 2007/08)	R	EXP	51.00	0.00%	51.00	0.00%	53.70	5.29%	53.70	5.29%	

Use of Camp Site - Mad Bess Wood (Scout Groups etc)

0-29 persons per night	R	EXP	43.00	0.00%	44.08	0.00%	44.10	2.56%	46.40	5.28%	
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Tennis (charges per hour)

Juniors - Weekdays up to 6pm	R	EXP	3.00	0.00%	3.08	0.00%					
Weekends & Public Holidays	R	EXP	6.00	0.00%	6.15	0.00%					
Adults - Weekdays up to 4pm	R	EXP	5.00	0.00%	5.13	0.00%					
After 4pm, weekends & Public Holidays	R	EXP	6.00	0.00%	6.15	0.00%					

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Planning & ApplicationsPlanning Fees

Commercial Buildings - Call Out for Listed Building and Design Advice from a Conservation Officer	R	STD	0.00	0.00%			120.00	100.00%			
Pre Application Fees - Category B Development	R	STD	3,600.00	2.13%	3,600.00	2.13%	4,200.00	16.67%			
Pre Application Fees - Category C Development	R	STD	2,160.00	2.13%	2,160.00	2.13%	2,280.00	5.56%			
Pre Application Fees - Category D Development	R	STD	1,080.00	2.13%	1,080.00	2.13%	1,140.00	5.56%			
Follow up Meetings - Category B Development	R	STD	960.00	2.13%	960.00	2.13%	1,080.00	12.50%			
Follow up Meetings - Category C Development	R	STD	480.00	2.13%	480.00	2.13%	485.00	1.04%			
Follow up Meetings - Category D Development	R	STD	480.00	2.13%	480.00	2.13%	485.00	1.04%			
Other Developments - All other Development excluding householder development and work to trees	R	STD	264.00	2.13%	264.00	2.13%	270.00	2.27%			
Householders - Minor Applications	R	STD	264.00	2.13%	264.00	2.13%	270.00	2.27%			
Householders - Category A Development	B	STD	6,000.00	2.13%	6,000.00	2.13%	6,000.00	0.00%			
Householders - Specialist: Additional flat fee where listed Building or Conservation advice is required	R	STD	120.00	2.13%	120.00	2.13%	120.00	0.00%			
Additional charges for the attendance of senior Managers - All other Development excluding householder development and work to trees	R	STD	180.00	2.13%	180.00	2.13%	240.00	33.33%			
Follow up Meetings - Category A Development	R	STD	1,440.00	2.13%	1,440.00	2.13%	1,560.00	8.33%			

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Street naming & Numbering

To name/Rename - To name or Rename a road	M	STD					250.00				
To name/Rename - To name/Rename of Building/Street numbering	M	STD					100.00				
Research Charges - Research charges on possible name/numbering of street/building - Per Hour - Chargeable in 15 minutes units	M	STD					60.00				

Arts**Stables and Manor Farm Hall**

Commercial and Social: Mon-Fri	M	EXP	16.89	0.00%	16.89	0.00%	18.00	6.57%	20.00	18.41%	
Commercial and Social: Sat, Sun, Bank Hol	M	EXP	21.12	0.00%	21.12	0.00%	22.00	4.17%	25.00	18.37%	
Non profit making Organisations: Mon-Fri	M	EXP	8.19	0.00%	8.19	0.00%	8.00	-2.32%	10.00	22.10%	
Non profit making Organisations: Sat, Sun, Bank Hol	M	EXP	9.79	0.00%	9.79	0.00%	10.00	2.15%	12.00	22.57%	
Charitable Organisations: Mon-Fri	M	EXP	6.18	0.00%	6.18	0.00%	7.00	13.27%	8.00	29.45%	
Charitable Organisations: Sat, Sun, Bank Hol	M	EXP	7.13	0.00%	7.13	0.00%	8.00	12.20%	9.00	26.23%	
Commercial and Social Organisations: Mon-Fri	M	EXP	23.23	0.00%	23.23	0.00%	24.00	3.31%	27.00	16.23%	
Commercial and Social Organisations: Sat, Sun, Bank Hol	M	EXP	29.56	0.00%	29.56	0.00%	31.00	4.87%	35.00	18.40%	
Non profit making Organisations: Mon-Fri	M	EXP	11.62	0.00%	11.62	0.00%	12.00	3.27%	14.00	20.48%	
Non profit making Organisations: Sat, Sun, Bank Hol	M	EXP	16.89	0.00%	16.89	0.00%	17.00	0.65%	20.00	18.41%	
Charitable Organisations: Mon-Fri	M	EXP	9.53	0.00%	9.53	0.00%	10.00	4.93%	12.00	25.92%	
Charitable Organisations: Sat, Sun, Bank Hol	M	EXP	12.67	0.00%	12.67	0.00%	13.00	2.60%	15.00	18.39%	

Duty Officer

Mon to Fri	M	EXP	15.97	0.00%	15.97	0.00%	16.00	0.19%	20.00	25.23%	
Weekends	M	EXP	26.40	0.00%	26.40	0.00%	16.00	-39.39%	20.00	-24.24%	

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Cow Byre

Daytime 09:00am to 5:00pm Exhibition	M	EXP	45.00	0.00%	55.00	0.00%	50.00	11.11%	60.00	9.09%	
Evening 06:00pm to 11:00pm When used with above	M	EXP	50.00	0.00%	50.00	0.00%	55.00	10.00%	65.00	30.00%	
In Borough Commission= 10%. NEW: 20%	M	EXP					20.00		20.00		

Great Barn: Craft Fair and Exhibitions

Charitable Organisations: Mon to Thurs 09:00 to 15:00	M	EXP	250.00	0.00%	250.00	0.00%	260.00	4.00%	300.00	20.00%	
Charitable Organisations: Fri, Sat Sun Bank Hol: 09:00 to 15:00	M	EXP	300.00	0.00%	300.00	0.00%	310.00	3.33%	350.00	16.67%	
Commercial Organisations: Mon to Thurs 09:00 to 15:00	M	EXP	400.00	0.00%	400.00	0.00%	400.00	0.00%	450.00	12.50%	
Commercial Organisations: Fri, Sat Sun Bank Hol: 09:00 to 15:00	M	EXP	600.00	0.00%	600.00	0.00%	500.00	-16.67%	550.00	-8.33%	

Great Barn: Social / Wedding

Mon to Thurs: 09:00 to 24:00 Hourly Rate (min 4 hrs)	M	EXP	100.00	0.00%	125.00	0.00%	105.00	5.00%	130.00	4.00%	
Fri to Sun: 09:00 to 24:00 Hourly Rate (min 5 hrs)	M	EXP	120.00	0.00%	150.00	0.00%	125.00	4.17%	155.00	3.33%	
Mon to Thurs: 09:00 to 24:00	M	EXP	2,000.00	0.00%	2,000.00	0.00%	1,100.00	-45.00%	1,250.00	-37.50%	
Fri to Sun: 09:00 to 24:00	M	EXP	1,250.00	0.00%	1,250.00	0.00%	1,500.00	20.00%	1,800.00	44.00%	

Great Barn: Other functions

Great Barn: Concert/ Production - Mon to Thurs: 16:00 to 23:00	M	EXP	450.00	0.00%	500.00	0.00%	400.00	-11.11%	450.00	-10.00%	
Great Barn: Concert/ Production - Weekends: 16:00 to 23:00	M	EXP	500.00	0.00%	600.00	0.00%	450.00	-10.00%	550.00	-8.33%	
Great Barn: Courtyard - Concert /Production - 09:00 to 17:00	M	EXP	200.00	0.00%	200.00	0.00%	250.00	25.00%	300.00	50.00%	
Great Barn: Market in Courtyard - 09:00 to 15:00	M	EXP	300.00	0.00%	300.00	0.00%	320.00	6.67%	400.00	33.33%	
Great Barn: Wedding Ceremony / Partnership - 09:00 to 13:00 or 14:00 to 18:00	M	EXP	500.00	0.00%	600.00	0.00%	500.00	0.00%	600.00	0.00%	

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Winston Churchill Hall: Social Tarrif

Lounge only Mon to Fri	M	EXP	52.20	3.00%	52.20	3.00%	55.00	5.36%	60.00	14.94%	
Auditorium and Lounge - Mon to fri	M	EXP	97.87	3.00%	97.87	3.00%	100.00	2.18%	110.00	12.39%	
Auditorium and Lounge - Sat, Sun, Bank Hol	M	EXP	119.61	3.00%	119.61	0.00%	120.00	0.33%	125.00	4.51%	

Winston Churchill Hall: Registered Fund Rasing Charities

Lounge only	M	EXP	36.98	0.00%	36.98	0.00%	40.00	8.17%	45.00	21.69%	
Auditorium and Lounge - Mon to fri	M	EXP	49.65	0.00%	49.65	0.00%	55.00	10.78%	60.00	20.85%	
Auditorium and Lounge - Sat, Sun, Bank Hol	M	EXP	79.19	0.00%	79.19	0.00%	80.00	1.02%	85.00	7.34%	

Winston Churchill Hall: Commercial and Promotional Events

Lounge only	M	EXP	58.07	0.00%	58.07	0.00%	60.00	3.32%	65.00	11.93%	
Auditorium and Lounge - Mon to fri	M	EXP	72.85	0.00%	72.85	0.00%	75.00	2.95%	80.00	9.81%	
Auditorium and Lounge - Sat, Sun, Bank Hol	M	EXP	105.98	0.00%	105.98	0.00%	110.00	3.79%	115.00	8.51%	

Winston Churchill Hall: Health & Fitness Classes

Lounge only	M	EXP	24.29	0.00%	24.29	0.00%	26.00	7.04%	29.00	19.39%	
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Winston Churchill Hall: Additional Charges

Seats in and out Set up - Day	M	EXP	84.46	0.00%	84.46	0.00%	85.00	0.64%	85.00	0.64%	
Radio Mics(1 hand held,2 lapel available) - Day	M	EXP	8.45	0.00%	8.45	0.00%	8.90	5.33%	8.90	5.33%	
Radio Mics(1 hand held,2 lapel available) - Week	M	EXP	33.78	0.00%	33.78	0.00%	35.60	5.39%	35.60	5.39%	
Vocal Mics(5 available) - Day	M	EXP	5.30	0.00%	5.30	0.00%	5.60	5.66%	5.60	5.66%	
Vocal Mics(5 available) - Week	M	EXP	10.56	0.00%	10.56	0.00%	11.20	6.06%	11.20	6.06%	
Piano (tuning extra) - Day	M	EXP	10.56	0.00%	10.56	0.00%	48.00	354.55%	48.00	354.55%	
Piano (tuning extra) - Week	M	EXP	15.84	0.00%	15.84	0.00%	48.00	203.03%	48.00	203.03%	

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Winston Churchill Hall: Theatrical, Concert, Show Hire

09:00 to 15:00	Session Rate - Mon to fri	M	EXP	285.05	0.00%	285.05	0.02%	300.00	5.24%	350.00	22.79%	
09:00 to 15:00	Session Rate - Sat, Sun, Bank Hol	M	EXP	422.30	0.00%	422.30	0.00%	450.00	6.56%	500.00	18.40%	
15:00 to Midnight	Session Rate - Mon to fri	M	EXP	316.73	0.00%	316.73	0.00%	300.00	-5.28%	350.00	10.50%	
15:00 to Midnight	Session Rate - Sat, Sun, Bank Hol	M	EXP	479.20	0.00%	479.20	0.00%	450.00	-6.09%	500.00	4.34%	
15:00 to Midnight	Hourly Rate - Mon to Fri	M	EXP	52.79	0.00%	52.79	0.00%	55.00	4.19%	65.00	23.13%	
15:00 to Midnight	Hourly Rate - Sat, Sun, Bank Hol	M	EXP	95.02	0.00%	95.02	0.00%	100.00	5.24%	120.00	26.29%	

Winston Churchill Hall: Full Week Booking

Sunday:10:00 to 23:30, Weekdays 18:00 to 23:00, Saturday 09:00 to Midnight	M	EXP	1,953.14	0.00%	1,953.14	0.00%	2,000.00	2.40%	2,150.00	10.08%	
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Winston Churchill Hall: Rehearsals - Weekdays only, outside whole week

Lounge Hourly Rate	M	EXP	42.33	0.00%	42.33	0.00%	45.00	6.31%	50.00	18.12%	
Auditorium Hourly Rate	M	EXP	47.38	0.00%	47.38	0.00%	50.00	5.53%	60.00	26.64%	

Winston Churchill Hall: Additional Charges

Radio Mics(1 hand held,2 lapel available) - Day	M	EXP	8.70	2.96%	8.70	0.00%	9.00	3.45%	9.00	3.45%	
Radio Mics(1 hand held,2 lapel available) - Week	M	EXP	34.79	0.00%	34.79	0.00%	36.00	3.48%	36.00	3.48%	
Vocal Mics(5 available) - Day	M	EXP	5.46	0.00%	5.46	0.00%	5.60	2.56%	5.60	2.56%	
Vocal Mics(5 available) - Week	M	EXP	10.88	0.00%	10.88	0.00%	12.00	10.29%	12.00	10.29%	
Alcohol License	M	EXP	25.00	0.00%	30.00	0.00%	25.00	0.00%	25.00	-16.67%	
Use of ovens (not Social Tarriff)	M	EXP	100.00	0.00%	120.00	0.00%	100.00	0.00%	100.00	-16.67%	
Technician: (p/h)	M	EXP	12.00	0.00%	15.00	0.00%	12.00	0.00%	15.00	0.00%	
PRS Fee	M	EXP			15.00		25.00		25.00	66.67%	

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Manor Farm House

Room Rental	M	EXP	15.00	0.00%	20.00	0.00%	20.00	33.33%	25.00	25.00%	
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Compass Theatre

Deposits

Additional Hire Charge Incurred after hire period has elapsed	M	EXP	57.68	0.00%	57.68	0.00%	80.00	38.70%	84.00	45.63%	
Entire week	M	EXP	149.35	0.00%	149.35	0.00%	POA		POA		
All other Bookings	M	EXP	60.77	0.00%	60.77	0.00%	POA		POA		
Cleaning Charge	M	EXP	70.04	0.00%	70.04	0.00%	100.00	42.78%	105.00	49.91%	
Use of Workshop - Per Hour	M	EXP	9.27	0.00%	9.27	0.00%	9.60	3.56%	10.10	8.95%	
Workshop Storage - Weekly	M	EXP	55.62	0.00%	55.62	0.00%	57.10	2.66%	60.00	7.87%	
Costume Hire – Adult - Week	M	EXP	13.39	0.00%	13.39	0.00%	15.00	12.02%	15.00	12.02%	
Costume Hire – Child – Week	M	EXP	7.21	0.00%	7.21	0.00%	10.00	38.70%	10.00	38.70%	
Portable Appliance Test	M	EXP	11.33	0.00%	11.33	0.00%	14.00	23.57%	14.70	29.74%	

Additional Stage Equipment - Per Week

Ceiling Mounted Video/Data Projector	M	EXP	55.62	0.00%	55.62	0.00%	84.00	51.02%	88.20	58.58%	50.40
Sony NICAM Video Player/Recorder	M	EXP	16.48	0.00%	16.48	0.00%	24.00	45.63%	25.20	52.91%	14.40
DVD Player	M	EXP	22.66	0.00%	22.66	0.00%	30.00	32.39%	31.50	39.01%	18.00
2 x ROBE 250 Moving Spot Light	M	EXP	32.96	0.00%	32.96	0.00%	72.00	118.45%	75.60	129.37%	43.20
6 x Chroma-Q DMX Colour Scroller	M	EXP	11.33	0.00%	11.33	0.00%	31.20	175.38%	32.70	188.61%	18.80
8 x Par 16 'Birdi' with 12v Transformers	M	EXP	5.15	0.00%	5.15	0.00%	4.80	-6.80%	5.00	-2.91%	2.90
Mirror Ball	M	EXP	16.48	0.00%	16.48	0.00%	19.20	16.50%	20.10	21.97%	11.60
Strobe Light	M	EXP	20.60	0.00%	20.60	0.00%	24.00	16.50%	25.20	22.33%	14.40
UV Lights	M	EXP	16.48	0.00%	16.48	0.00%	12.00	-27.18%	12.60	-23.54%	7.20
DMX Smoke Machine	M	EXP	39.14	0.00%	39.14	0.00%	48.00	22.64%	50.40	28.77%	28.80

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Additional Follow Spot & Dimmer	M	EXP	27.81	0.00%	27.81	0.00%	54.00	94.17%	56.70	103.88%	32.40
4 x Shure SM58 Vocal Mics	M	EXP	13.39	0.00%	13.39	0.00%	18.00	34.43%	18.90	41.15%	10.80
Upright Piano	M	EXP	19.57	0.00%	19.57	0.00%	24.00	22.64%	25.20	28.77%	14.40
Baby Grand Piano (Property of HMS)	M	EXP	0.00		0.00		POA		POA		POA
Manhandling on/off stage	M	EXP	0.00		0.00		POA		POA		POA
Piano Tuning	M	EXP	0.00		0.00		POA		POA		POA
Custom Gobos	M	EXP	0.00		0.00		POA		POA		POA
Gobos	M	EXP	6.18	0.00%	6.18	0.00%	4.80	-22.33%	5.00	-19.09%	2.90
Pyro Firing Box with 2 Pods	M	EXP	11.33	0.00%	11.33	0.00%	12.00	5.91%	12.60	11.21%	7.20
Additional Pods – upto six	M	EXP	6.18	0.00%	6.18	0.00%	4.80	-22.33%	5.00	-19.09%	2.90
Pyrotechnics	M	EXP	0.00		0.00		POA		POA		
Stage Gauze Cloth	M	EXP	55.62	0.00%	55.62	0.00%	72.00	29.45%	63.00	13.27%	43.20
Consumables	M	EXP	0.00		0.00		POA		POA		
Portable TV/DVD Combi	M	EXP	27.81	0.00%	27.81	0.00%	34.30	23.34%	36.10	29.81%	
Portable TV/Video Combi	M	EXP	22.66	0.00%	22.66	0.00%	27.90	23.12%	29.40	29.74%	
Portable Video/Data Projector & Screen	M	EXP	54.59	0.00%	54.59	0.00%	67.20	23.10%	70.50	29.14%	
DVD Player for use with projector	M	EXP	16.48	0.00%	16.48	0.00%	20.30	23.18%	21.30	29.25%	
OHP - Overhead Projector	M	EXP	8.24	0.00%	8.24	0.00%	10.20	23.79%	10.80	31.07%	
Flip Chart and one set of Pens	M	EXP	8.24	0.00%	8.24	0.00%	10.20	23.79%	10.80	31.07%	
Replacement Pens	M	EXP	13.39	0.00%	13.39	0.00%	16.50	23.23%	17.40	29.95%	
Photocopying - Per A 4 Sheet	M	EXP	0.27	0.00%	0.27	0.00%	0.30	11.11%	0.40	48.15%	
Single Channel Dimmer when not used with Followspot	M	EXP	0.00		0.00		6.00		6.40		3.60
DI Boxes	M	EXP	0.00		0.00		6.00		6.40		3.60

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Community Groups											
Week Hire: Stage, Auditorium and Dressing Rooms (weekday rehearsal)	M	EXP	0.00		0.00		32.50		34.20		19.50
Week Hire: Stage, Auditorium and Dressing Rooms (weekend rehearsal)	M	EXP	0.00		0.00		36.00		37.80		21.60
Week Hire: Stage, Auditorium, Dressing Rooms, Bistro Bar (weekend performance, incl. matinees)	M	EXP	0.00		0.00		34.50		36.30		20.70
Week Hire: Stage, Auditorium, Dressing Rooms, Bistro Bar (weekend performance, incl. matinees)	M	EXP	0.00		0.00		37.00		38.90		22.20
One Offs: Single Performances - weekdays	M	EXP	0.00		0.00		34.50		36.30		20.70
One Offs: Single Performances - weekends	M	EXP	0.00		0.00		37.00		38.90		22.20
One Offs: Non-Performance Use	M	EXP	0.00		0.00		24.40		25.80		14.70
All Shows: Weekday Technical Support (mandatory for all shows with tech requirements)	M	EXP	0.00		0.00		14.40		15.20		8.70
All Shows: Weekend/Bank Holiday Technical Support (mandatory for all shows with tech requirements)	M	EXP	0.00		0.00		18.00		19.00		10.80
All Shows: Ushers	M	EXP	0.00		0.00		12.00		12.60		7.20
One-Offs and Matinees: Weekday Duty Manager (mandatory for all performances)	M	EXP	0.00		0.00		14.40		15.20		8.70
One-Offs and Matinees: Weekend/Bank Holiday Duty Manager (mandatory for all performances)	M	EXP	0.00		0.00		18.00		19.00		10.80
All Shows: Rehearsal Rooms - Midweek	M	EXP	0.00		0.00		6.40		6.80		3.90
All Shows: Rehearsal Rooms - Sat/Sun	M	EXP	0.00		0.00		9.00		9.50		5.40
All Shows: Additional Dressing Room	M	EXP	0.00		0.00		5.30		5.60		3.20
Excess Hire Charge	M	EXP	0.00		0.00		80.00		84.00		48.00
Long Room (weekday)	M	EXP	0.00		0.00		14.20		15.00		8.60
Long Room (weekend)	M	EXP	0.00		0.00		16.50		17.40		9.90

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Oak Room (weekday)	M	EXP	0.00		0.00		11.50		12.10		6.90
Oak Room (weekend)	M	EXP	0.00		0.00		14.00		14.70		8.40
Bistro Bar	M	EXP	0.00		0.00		8.00		8.40		4.80
Studio (weekday)	M	EXP	0.00		0.00		9.50		10.00		5.70
Studio (weekend)	M	EXP	0.00		0.00		15.30		16.10		9.20
Blue/Green Room (weekday)	M	EXP	0.00		0.00		10.30		10.90		6.20
Blue/Green Room (weekend)	M	EXP	0.00		0.00		13.70		14.40		8.30
Garden	M	EXP	0.00		0.00		5.00		5.30		3.00
Essential Publicity Package	M	EXP	0.00		0.00		75.00		78.80		45.00
Ticket print for own sales	M	EXP	0.00		0.00		0.20		0.30		
Solus advertising	M	EXP	0.00		0.00		POA		POA		

Community Groups (Bulk Discount)

Long Room (weekday)	M	EXP	0.00		0.00		13.40		15.00		
Long Room (weekend)	M	EXP	0.00		0.00		15.60		17.40		
Oak Room (weekday)	M	EXP	0.00		0.00		10.90		12.10		
Oak Room (weekend)	M	EXP	0.00		0.00		13.30		14.70		
Bistro Bar	M	EXP	0.00		0.00		7.60		8.40		
Studio (weekday)	M	EXP	0.00		0.00		9.10		10.00		
Studio (weekend)	M	EXP	0.00		0.00		14.60		16.10		
Blue/Green Room (weekday)	M	EXP	0.00		0.00		9.80		10.90		
Blue/Green Room (weekend)	M	EXP	0.00		0.00		13.10		14.40		

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Corporate Rates (Daily/Hourly)

Ceiling Mounted Video/Data Projector	M	EXP	0.00		0.00		72.00		92.40		
Sony NICAM Video Player/Recorder	M	EXP	0.00		0.00		25.00		26.40		
DVD Player	M	EXP	0.00		0.00		31.40		33.00		
2 x ROBE 250 Moving Spot Light	M	EXP	0.00		0.00		75.20		79.20		
6 x Chroma-Q DMX Colour Scroller	M	EXP	0.00		0.00		32.60		34.30		
8 x Par 16 'Birdi' with 12v Transformers	M	EXP	0.00		0.00		5.00		5.20		
Mirror Ball	M	EXP	0.00		0.00		20.10		21.10		
Strobe Light	M	EXP	0.00		0.00		25.50		26.40		
UV Lights	M	EXP	0.00		0.00		12.60		13.20		
Smoke Machine	M	EXP	0.00		0.00		50.10		52.80		
Additional Follow Spot INCLUDING Dimmer	M	EXP	0.00		0.00		56.50		59.40		
Shure SM58 Vocal Mics	M	EXP	0.00		0.00		18.80		19.80		
Upright Piano (EXCLUDING TUNING)	M	EXP	0.00		0.00		25.00		26.40		
Gobos	M	EXP	0.00		0.00		5.00		5.20		
Pyro Firing Box Controller	M	EXP	0.00		0.00		15.10		15.80		
Pyro Holders (NOT consumables)	M	EXP	0.00		0.00		6.00		6.30		
Stage Gauze Cloth	M	EXP	0.00		0.00		75.20		79.20		
Single Channel Dimmer when not used with Followspot	M	EXP	0.00		0.00		6.30		6.60		
DI Boxes	M	EXP	0.00		0.00		6.30		6.60		

Corporate Rates (Hourly)

One Offs: Single Performances (weekday)	M	EXP	0.00		0.00		49.40		52.00		
One Offs: Single Performances (weekend)	M	EXP	0.00		0.00		57.00		60.00		

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One Offs: Non-Performance Use	M	EXP	0.00		0.00		28.50		30.00		
All Shows: Weekday Technical Support (mandatory for all shows with tech requirements)	M	EXP	0.00		0.00		17.20		18.00		
All Shows: Weekend/Bank Holiday Technical Support (mandatory for all shows with tech requirements)	M	EXP	0.00		0.00		20.60		21.60		
All Shows: Ushers	M	EXP	0.00		0.00		34.20		36.00		
One-Offs and Matinees: Weekday Duty Manager (mandatory for all performances)	M	EXP	0.00		0.00		17.20		18.00		
One-Offs and Matinees: Weekend/Bank Holiday Duty Manager (mandatory for all performances)	M	EXP	0.00		0.00		20.60		21.60		
All Shows: Rehearsal Rooms - Midweek	M	EXP	0.00		0.00		9.50		10.00		
All Shows: Rehearsal Rooms - Sat/Sun	M	EXP	0.00		0.00		9.50		10.00		
All Shows: Additional Dressing Room	M	EXP	0.00		0.00		9.50		10.00		
Excess Hire Charge	M	EXP	0.00		0.00		100.00		100.00		
Long Room (weekday)	M	EXP	0.00		0.00		20.30		21.30		
Long Room (weekend)	M	EXP	0.00		0.00		23.60		24.80		
Oak Room (weekday)	M	EXP	0.00		0.00		16.50		17.30		
Oak Room (weekend)	M	EXP	0.00		0.00		20.00		21.00		
Bistro Bar	M	EXP	0.00		0.00		11.40		12.00		
Studio (weekday)	M	EXP	0.00		0.00		13.60		14.30		
Studio (weekend)	M	EXP	0.00		0.00		21.90		23.00		
Blue/Green Room (weekday)	M	EXP	0.00		0.00		14.80		15.50		
Blue/Green Room (weekend)	M	EXP	0.00		0.00		19.60		20.60		
Garden	M	EXP	0.00		0.00		7.20		7.50		

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Corporate Rates (Bulk Discount)

Ceiling Mounted Video/Data Projector	M	EXP	0.00		0.00		180.00		231.00		
Sony NICAM Video Player/Recorder	M	EXP	0.00		0.00		62.70		66.00		
DVD Player	M	EXP	0.00		0.00		78.60		82.50		
2 x ROBE 250 Moving Spot Light	M	EXP	0.00		0.00		188.10		198.00		
6 x Chroma-Q DMX Colour Scroller	M	EXP	0.00		0.00		81.60		85.80		
8 x Par 16 'Birdi' with 12v Transformers	M	EXP	0.00		0.00		12.60		13.20		
Mirror Ball	M	EXP	0.00		0.00		50.40		52.80		
Strobe Light	M	EXP	0.00		0.00		62.70		66.00		
UV Lights	M	EXP	0.00		0.00		31.50		33.00		
Smoke Machine	M	EXP	0.00		0.00		125.40		132.00		
Additional Follow Spot INCLUDING Dimmer	M	EXP	0.00		0.00		141.30		148.50		
Shure SM58 Vocal Mics	M	EXP	0.00		0.00		47.10		49.50		
Upright Piano (EXCLUDING TUNING)	M	EXP	0.00		0.00		62.70		66.00		
Gobos	M	EXP	0.00		0.00		12.60		13.20		
Pyro Firing Box Controller	M	EXP	0.00		0.00		31.50		33.00		
Pyro Holders (NOT consumables)	M	EXP	0.00		0.00		12.60		13.20		
Stage Gauze Cloth	M	EXP	0.00		0.00		188.10		198.00		
Single Channel Dimmer when not used with Followspot	M	EXP	0.00		0.00		15.90		16.50		
DI Boxes	M	EXP	0.00		0.00		15.90		16.50		
Long Room (weekday)	M	EXP	0.00		0.00		101.50		106.50		
Long Room (weekend)	M	EXP	0.00		0.00		118.00		124.00		
Oak Room (weekday)	M	EXP	0.00		0.00		82.50		86.50		
Oak Room (weekend)	M	EXP	0.00		0.00		100.00		105.00		
Bistro Bar	M	EXP	0.00		0.00		57.00		60.00		

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Studio (weekday)	M	EXP	0.00		0.00		68.00		71.50		
Studio (weekend)	M	EXP	0.00		0.00		109.50		115.00		
Blue/Green Room (weekday)	M	EXP	0.00		0.00		74.00		77.50		
Blue/Green Room (weekend)	M	EXP	0.00		0.00		98.00		103.00		
Garden	M	EXP	0.00		0.00		36.00		37.50		

Social Rate

One Offs: Single Performances (weekday)	M	EXP	0.00		0.00		44.70		47.00		
One Offs: Single Performances (weekend)	M	EXP	0.00		0.00		52.30		55.00		
One Offs: Non-Performance Use	M	EXP	0.00		0.00		38.00		40.00		
All Shows: Weekday Technical Support (mandatory for all shows with tech requirements)	M	EXP	0.00		0.00		11.40		12.00		
All Shows: Weekend/Bank Holiday Technical Support (mandatory for all shows with tech requirements)	M	EXP	0.00		0.00		14.30		15.00		
All Shows: Ushers	M	EXP	0.00		0.00		19.00		20.00		
One-Offs and Matinees: Weekday Duty Manager (mandatory for all performances)	M	EXP	0.00		0.00		14.30		15.00		
One-Offs and Matinees: Weekend/Bank Holiday Duty Manager (mandatory for all performances)	M	EXP	0.00		0.00		17.10		18.00		
All Shows: Rehearsal Rooms - Midweek	M	EXP	0.00		0.00		9.50		10.00		
All Shows: Rehearsal Rooms - Sat/Sun	M	EXP	0.00		0.00		9.50		10.00		
All Shows: Additional Dressing Room	M	EXP	0.00		0.00		9.50		10.00		
Excess Hire Charge	M	EXP	0.00		0.00		100.00		100.00		
Long Room (weekday)	M	EXP	0.00		0.00		20.30		21.30		
Long Room (weekend)	M	EXP	0.00		0.00		23.60		24.80		

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Oak Room (weekday)	M	EXP	0.00		0.00		16.50		17.30		
Oak Room (weekend)	M	EXP	0.00		0.00		20.00		21.00		
Bistro Bar	M	EXP	0.00		0.00		11.40		12.00		
Studio (weekday)	M	EXP	0.00		0.00		13.60		14.30		
Studio (weekend)	M	EXP	0.00		0.00		21.90		23.00		
Blue/Green Room (weekday)	M	EXP	0.00		0.00		14.80		15.50		
Blue/Green Room (weekend)	M	EXP	0.00		0.00		19.60		20.60		
Garden	M	EXP	0.00		0.00		7.20		7.50		
Children's Birthday Party (minimum 10)	M	EXP	0.00		0.00		9.60		10.80		
Children's Birthday Party Entertainer	M	EXP	0.00		0.00		POA				

Social Rate (bulk)

Long Room (weekday)	M	EXP	0.00		0.00		101.50		106.50		
Long Room (weekend)	M	EXP	0.00		0.00		118.00		124.00		
Oak Room (weekday)	M	EXP	0.00		0.00		82.50		86.50		
Oak Room (weekend)	M	EXP	0.00		0.00		100.00		105.00		
Bistro Bar	M	EXP	0.00		0.00		57.00		60.00		
Studio (weekday)	M	EXP	0.00		0.00		68.00		71.50		
Studio (weekend)	M	EXP	0.00		0.00		109.50		115.00		
Blue/Green Room (weekday)	M	EXP	0.00		0.00		74.00		77.50		
Blue/Green Room (weekend)	M	EXP	0.00		0.00		98.00		103.00		
Garden	M	EXP	0.00		0.00		36.00		37.50		

Charity Rate

One Offs: Single Performances (weekday)	M	EXP	0.00		0.00		35.20		37.00		
One Offs: Single Performances (weekend)	M	EXP	0.00		0.00		42.80		45.00		

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One Offs: Non-Performance Use	M	EXP	0.00		0.00		19.00		20.00		
All Shows: Weekday Technical Support (mandatory for all shows with tech requirements)	M	EXP	0.00		0.00		11.40		12.00		
All Shows: Weekend/Bank Holiday Technical Support (mandatory for all shows with tech requirements)	M	EXP	0.00		0.00		14.30		15.00		
All Shows: Ushers	M	EXP	0.00		0.00		9.50		10.00		
One-Offs and Matinees: Weekday Duty Manager (mandatory for all performances)	M	EXP	0.00		0.00		11.40		12.00		
One-Offs and Matinees: Weekend/Bank Holiday Duty Manager (mandatory for all performances)	M	EXP	0.00		0.00		14.30		15.00		
All Shows: Rehearsal Rooms - Midweek	M	EXP	0.00		0.00		6.20		6.50		
All Shows: Rehearsal Rooms - Sat/Sun	M	EXP	0.00		0.00		6.20		6.50		
All Shows: Additional Dressing Room	M	EXP	0.00		0.00		6.20		6.50		
Excess Hire Charge	M	EXP	0.00		0.00		100.00		100.00		
Long Room (weekday)	M	EXP	0.00		0.00		14.30		15.00		
Long Room (weekend)	M	EXP	0.00		0.00		16.60		17.40		
Oak Room (weekday)	M	EXP	0.00		0.00		11.50		12.10		
Oak Room (weekend)	M	EXP	0.00		0.00		14.00		14.70		
Bistro Bar	M	EXP	0.00		0.00		8.00		8.40		
Studio (weekday)	M	EXP	0.00		0.00		9.50		10.00		
Studio (weekend)	M	EXP	0.00		0.00		15.30		16.10		
Blue/Green Room (weekday)	M	EXP	0.00		0.00		10.40		10.90		
Blue/Green Room (weekend)	M	EXP	0.00		0.00		13.70		14.40		
Garden	M	EXP	0.00		0.00		5.10		5.30		

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Charity Rate (Bulk)											
Long Room (weekday)	M	EXP	0.00		0.00		71.50		75.00		
Long Room (weekend)	M	EXP	0.00		0.00		83.00		87.00		
Oak Room (weekday)	M	EXP	0.00		0.00		57.50		60.50		
Oak Room (weekend)	M	EXP	0.00		0.00		70.00		73.50		
Bistro Bar	M	EXP	0.00		0.00		40.00		42.00		
Studio (weekday)	M	EXP	0.00		0.00		47.50		50.00		
Studio (weekend)	M	EXP	0.00		0.00		76.50		80.50		
Blue/Green Room (weekday)	M	EXP	0.00		0.00		52.00		54.50		
Blue/Green Room (weekend)	M	EXP	0.00		0.00		68.50		72.00		
Garden	M	EXP	0.00		0.00		25.50		26.50		

Box Office Fees

Hillingdon Arts Membership	M	EXP	0.00		0.00		15.00		25.00		
Online Card Booking Fee	M	EXP	0.00		0.00		1.50				
Card or Cheque Booking Fee	M	EXP	0.00		0.00		2.00				

All Groups

Box Office Commission	M	STD	6 percent		6 percent		6.15 percent		9 percent		
Card Handling Fees	M	STD	3 percent		3 percent		3.1 percent		3.1 percent		

Adult Education**Tuition Fees**

Tuition Fee per Guided Learning Hour –LSC funded provision	R	EXP	2.48	0.00%	2.48	0.00%	2.48	0.00%	4.50	81.45%	
Tuition Fee per Guided Learning Hour –LBH funded provision	R	EXP	2.48	0.00%	2.48	0.00%	2.48	0.00%	4.50	81.45%	
Enrolment charge for non resident for non LSC course	NR	EXP	10.00	0.00%	10.00	0.00%	0.00	0.00%	0.00	0.00%	

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All Prices Include VAT		April 2010			Effective from 31st January 2011			
Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed New Charges Residents £	% Increase from April 2010	Proposed New Charges Non Residents £	% Increase from April 2010

Parking**On-Street Parking: (1) Town Centres**

The maximum stay period on-street in Uxbridge is 2 hrs. All of the existing and proposed charges are based on the cost of parking for each 15 mins

Uxbridge

Per 15 mins up to 2 hours	M	0.30	0.60	NB	0.30	0.00%	0.80	33.33%
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West Drayton/Yiewsley, Hayes (Coldharbour Lane and Station Rd), Northwood/Hills, Eastcote, Ruislip.

These schemes have various maximum stay durations of either 2 hours or 4 hours.:

1st 30 mins free then, 30 mins up to 2hrs, then per 20 mins up to maximum stay	M	Free	Free	NB	Free	0.00%	Free	0.00%
	M	0.20	0.50	NB	0.20	0.00%	0.70	40.00%
	M	0.20	0.50	NB	0.20	0.00%	0.70	40.00%

On-Street Parking: (1) Local Centres and Parades

Hillingdon Circus; Uxbridge Rd/Lees Rd; South Ruislip; North Hillingdon (Hercies RD); Crescent Parade; New Pond Parade; Ickenham, Dellfield Parade, Hillingdon Hill

These schemes have various maximum stay durations between 2 hrs and 4 hrs

1st 30 mins free then, per 30 mins up to 2 hrs, then per 20 mins up to maximum stay	M	Free	Free	NB	Free	0.00%	Free	0.00%
	M	0.20	0.50	NB	0.20	0.00%	0.70	40.00%
	M	0.20	0.50	NB	0.20	0.00%	0.70	40.00%

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All Prices Include VAT		April 2010			Effective from 31st January 2011			
Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed New Charges Residents £	% Increase from April 2010	Proposed New Charges Non Residents £	% Increase from April 2010

**On-Street Parking: (2) Local Centres and Parades
Belmore Parade**

This scheme has a duration of 10 hrs and 40 mins

1st 30 mins free, then	M	Free	Free	NB	Free	0.00%	Free	0.00%
per 30 mins up to 2 hrs, then	M	0.20	0.50	NB	0.20	0.00%	0.70	40.00%
per 20 mins up to 4 hrs, then	M	0.20	0.50	NB	0.20	0.00%	0.70	40.00%
per 20 mins up to maximum stay	M	0.20	0.50	NB	0.20	0.00%	0.60	20.00%

Parking Schemes

**Heathrow; Hayes (Mount Rd and Nield Rd); Longford; Uxbridge South; Hillingdon Hospital;
Cowley (Station Rd and Huxley Cl); Uxbridge North (Park Rd); West Drayton**

These schemes have various maximum stay durations between 30 mins and 8 hrs

Outside shops:

1st 30 mins free, then	M	Free	Free	NB	Free	0.00%	Free	0.00%
per 30 mins up to maximum stay	M	0.20	0.50	NB	0.20	0.00%	0.70	40.00%

Other Places:

per 20 mins up to maximum stay	M	0.20	0.50	NB	0.20	0.00%	0.60	20.00%
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All Prices Include VAT		April 2010			Effective from 31st January 2011			
Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed New Charges Residents £	% Increase from April 2010	Proposed New Charges Non Residents £	% Increase from April 2010

Off Street Parking

Kingsend South and Kingsend North, Ruislip - Limited Stay

up to 1 hour (Kingsend South)	M	0.60	0.80	STD	0.60	0.00%	1.00	25.00%
up to 2 hours (Kingsend South)	M	1.00	1.30	STD	1.00	0.00%	1.50	15.38%
up to 30 mins	M	Free	Free	STD	Free	0.00%	Free	0.00%
up to 1 hour	M	0.20	0.80	STD	0.20	0.00%	1.00	25.00%
up to 90 mins	M	0.40	1.00	STD	0.40	0.00%	1.50	50.00%
up to 2 hours	M	0.60	1.30	STD	0.60	0.00%	1.70	30.77%

Oaklands Gate, Northwood and Falling Lane, Yiewsley - Limited Stay

Up to 30 mins	M	Free	Free	STD	Free	0.00%	Free	0.00%
Up to 1 hour	M	0.20	0.80	STD	0.20	0.00%	1.00	25.00%
Up to 90 mins	M	0.40	1.00	STD	0.40	0.00%	1.30	30.00%
Up to 2 hours	M	0.60	1.30	STD	0.60	0.00%	1.70	30.77%
Up to 3 hours	M	1.00	2.20	STD	1.00	0.00%	2.50	13.64%
Up to 4 hours	M	1.80	3.80	STD	1.80	0.00%	4.40	15.79%

Rockingham Recreation Ground, Uxbridge - Limited Stay

This car park has a maximum stay of 4 hours

1st 30 minutes free, then	M	Free	Free	STD	Free	0.00%	Free	0.00%
per 30 mins up to 2 hours, then	M	0.20	0.50	STD	0.20	0.00%	0.70	40.00%
per 20 mins up to maximum stay	M	0.20	0.50	STD	0.20	0.00%	0.70	40.00%

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Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed New Charges Residents £	% Increase from April 2010	Proposed New Charges Non Residents £	% Increase from April 2010

Sidmouth Drive car park, Ruislip Gardens, Limited Stay*This car park has a maximum stay period of 4 hours*

1st 30 mins, then	M	Free	Free	STD	Free	0.00%	Free	0.00%
per 30 mins up to 2 hrs, then	M	0.20	0.40	STD	0.20	0.00%	0.70	75.00%
per 20 mins up to maximum stay	M	0.20	0.40	STD	0.20	0.00%	0.70	75.00%

Kingsend South, Ruislip - Long Stay

Up to 1 hour	M	0.60	0.80	STD	0.60	0.00%	1.00	25.00%
Up to 2 hours	M	1.00	1.30	STD	1.00	0.00%	1.50	15.38%
Up to 3 hours	M	1.20	2.60	STD	1.20	0.00%	2.90	11.54%
Up to 4 hours	M	2.00	4.50	STD	2.00	0.00%	4.90	8.89%
Over 4 hours	M	2.20	5.00	STD	2.20	0.00%	5.50	10.00%

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All Prices Include VAT		April 2010			Effective from 31st January 2011			
Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed New Charges Residents £	% Increase from April 2010	Proposed New Charges Non Residents £	% Increase from April 2010

Other Borough Car Parks:

Blyth Road, Hayes; Community Close, Ickenham; Fairfield Rd, Yiewsley; Long Lane; Hillingdon; Civic Hall, Hayes; Linden Avenue, Ruislip Manor; Devon Parade, Eastcote; Devonshire Lodge, Eastcote; Green Lane, Northwood.

Up to 30 mins	M	Free	Free	STD	Free	0.00%	Free	0.00%
Up to 1 hour	M	0.20	0.50	STD	0.20	0.00%	0.70	40.00%
Up to 90 mins	M	0.40	1.00	STD	0.40	0.00%	1.40	40.00%
Up to 2 hours	M	0.60	1.50	STD	0.60	0.00%	2.10	40.00%
Up to 3 hours	M	1.00	2.30	STD	1.00	0.00%	3.00	30.43%
Up to 4 hours	M	2.00	4.50	STD	2.00	0.00%	5.20	15.56%
Up to 9 hours (Over 4 hours for Blyth Road)	M	3.70	8.00	STD	3.70	0.00%	8.70	8.75%
Over 9 hours	M	6.20	11.00	STD	6.20	0.00%	12.00	9.09%

Long Stay Reduced Charge:

Long Drive, South Ruislip; Brandville Rd, West Drayton; Pembroke Gardens, Ruislip Manor; Pump Lane, Hayes; North View, Eastcote; St Martins Approach, Ruislip.

Up to 30 mins	M	Free	Free	STD	Free	0.00%	Free	0.00%
Up to 1 hour	M	0.20	0.50	STD	0.20	0.00%	0.70	40.00%
Up to 90 mins	M	0.40	1.00	STD	0.40	0.00%	1.40	40.00%
Up to 2 hours	M	0.60	1.50	STD	0.60	0.00%	2.10	40.00%
Up to 3 hours	M	1.00	2.30	STD	1.00	0.00%	3.50	52.17%
Up to 4 hours	M	1.80	4.00	STD	1.80	0.00%	5.20	30.00%

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Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed New Charges Residents £	% Increase from April 2010	Proposed New Charges Non Residents £	% Increase from April 2010
Over 4 hours	M	2.00	4.50	STD	2.00	0.00%	5.70	26.67%

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Leisure Centre Car Parks: (Subject to agreement with the operators where relevant)

Up to 30 mins	M	Free	Free	STD	Free	0.00%	Free	0.00%
Up to 1 hour	M	0.20	0.50	STD	0.20	0.00%	0.50	0.00%
Up to 90 mins	M	0.40	1.00	STD	0.40	0.00%	1.00	0.00%
Up to 2 hours	M	0.60	1.50	STD	0.60	0.00%	1.50	0.00%
Up to 3 hours	M	1.00	2.30	STD	1.00	0.00%	2.30	0.00%
Up to 4 hours	M	2.00	4.50	STD	2.00	0.00%	4.50	0.00%
Up to 6 hours	M	2.60	5.50	STD	2.60	0.00%	5.50	0.00%
Up to 9 hours	M	3.70	8.00	STD	3.70	0.00%	8.00	0.00%
Over 9 hours	M	6.20	11.00	STD	6.20	0.00%	11.00	0.00%

Uxbridge Multi-Storey car parks: Cedars car park, Uxbridge; Grainges car park, Uxbridge

Up to 2 hours	M	1.00	1.20	STD	1.00	0.00%	1.40	16.67%
Up to 3 hours	M	2.00	2.20	STD	2.00	0.00%	2.40	9.09%
Up to 4 hours	M	2.50	2.80	STD	2.50	0.00%	3.00	7.14%
Up to 5 hours	M	3.20	3.80	STD	3.20	0.00%	4.00	5.26%
Up to 6 hours	M	4.50	6.50	STD	4.50	0.00%	6.80	4.62%
Up to 8 hours	M	6.50	10.50	STD	6.50	0.00%	11.00	4.76%
Over 8 hours	M	8.50	15.00	STD	8.50	0.00%	16.00	6.67%
Sunday (all day)	M	2.00	2.50	STD	2.00	0.00%	2.70	8.00%

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Type of Fee/Charge	Type	Current Charges Residents £	Current Charges Non-Residents £	Vat Status	Proposed New Charges Residents £	% Increase from April 2010	Proposed New Charges Non Residents £	% Increase from April 2010

Civic Centre car park (open on Saturdays only)

Up to 2 hours	M	0.90	1.20	STD	0.90	0.00%	1.40	16.67%
Up to 4 hours	M	1.80	2.80	STD	1.80	0.00%	3.00	7.14%
Over 4 hours	M	3.50	5.00	STD	3.50	0.00%	5.50	10.00%

Multi-storey Season Tickets and other pre-paid Parking Permits:

Cedars and Grainges Car Parks At all times (per quarter)	M	300.00	400.00	STD	300.00	0.00%	420.00	5.00%
Local Car Park Permit (used in Surface car parks) At all times (depending on location)	M	85.00	85.00	STD	85.00	0.00%	105.00	23.53%
Local Car Park Permit (used in Surface car parks) At all times (depending on location)	M	95.00	95.00	STD	85.00	-10.53%	105.00	10.53%
Business Permit/Trader Permit All times (per annum)	M	480.00	480.00	NB	480.00	0.00%	500.00	4.17%

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Library Service**Charges**

Compact Discs - every 3 weeks	R	NB	1.50	0.00%	1.50	0.00%	0.75	0.00%	1.05	-30.00%	1.50	0.00%	0.55	-26.67%
DVDs - per week	R	NB	3.00	0.00%	3.00	0.00%	1.50	0.00%	2.10	-30.00%	3.00	0.00%	1.05	-30.00%
Children's DVDs - per week	R	NB	1.50	0.00%	1.50	0.00%	0.75	0.00%	1.05	-30.00%	1.50	0.00%	0.55	-26.67%
Videos - per week	R	NB	1.00	0.00%	1.00	0.00%	0.50	0.00%	1.05	5.00%	1.50	50.00%	0.55	10.00%
Children's videos - per week	R	NB	0.50	0.00%	0.50	0.00%	0.25	0.00%	0.55	10.00%	0.80	60.00%	0.30	20.00%
Language Courses - every 3 weeks	R	NB	3.00	0.00%	3.00	0.00%	1.50	0.00%	3.05	1.67%	5.00	66.67%	1.55	3.33%
Video Language Courses - every 3 weeks	R	NB	3.00	0.00%	3.00	0.00%	1.50	0.00%	3.05	1.67%	5.00	66.67%	1.55	3.33%
CD & Cassettes - every 3 weeks	R	NB	2.00	0.00%	2.00	0.00%	1.00	0.00%	2.05	2.50%	3.00	50.00%	1.05	5.00%
eAudiobooks (downloadable) - every 3 weeks	R	NB	2.00	0.00%	2.00	0.00%	1.00	0.00%	2.05	2.50%	3.00	50.00%	1.05	5.00%
Holds (Reservations) - Self Placed	R	NB	0.50	0.00%	0.50	0.00%	0.50	0.00%	0.60	20.00%	0.80	60.00%	0.30	-40.00%
Holds (Reservations) - Staff Placed	R	NB	1.00	0.00%	1.00	0.00%	0.50	0.00%	0.60	-40.00%	0.80	-20.00%	0.30	-40.00%
Holds (Reservations) - Not in stock	R	NB	2.00	0.00%	2.00	0.00%	2.00	0.00%	3.10	55.00%	5.00	150.00%	1.55	-22.50%
Holds (Reservations) - British Library Items	R	NB	3.00	0.00%	3.00	0.00%			3.10	3.33%	5.00	66.67%	1.55	0.00%
Holds (Reservations) - Photocopies	R	NB	£2.00 + 20p per A4 sheet		£2.00 + 20p per A4 sheet				£2.05 + 21p per A4 sheet		£2.10 + 25p per A4 sheet		£2.10 + 25p per A4 sheet	0.00%
Lost Tickets	R	NB	2.00	0.00%	2.00	0.00%	1.00	0.00%	2.05	2.50%	2.10	5.00%	1.05	5.00%
Lost Tickets	R	NB	2.00	0.00%	2.00	0.00%	1.00	0.00%	1.05	-47.50%	1.50	-25.00%	1.05	5.00%
Overdue Reminders	R	NB	0.80	0.00%	0.80	0.00%	0.00		0.85	6.25%	1.00	25.00%	0.00	0.00%

Fines

Books	R	NB	0.15	0.00%	0.15	0.00%	0.05	0.00%	0.16	6.67%	0.20	33.33%	0.08	60.00%
Talking Books	R	NB	0.15	0.00%	0.15	0.00%	0.05	0.00%	0.16	6.67%	0.20	33.33%	0.08	60.00%
Cassettes	R	NB	0.15	0.00%	0.15	0.00%	0.05	0.00%	0.16	6.67%	0.20	33.33%	0.08	60.00%
Compact Discs	R	NB	0.15	0.00%	0.15	0.00%			0.16	6.67%	0.20	33.33%	0.08	0.00%
Language Courses	R	NB	0.15	0.00%	0.15	0.00%			0.16	6.67%	0.20	33.33%	0.08	0.00%
Videos	R	NB	1.00	0.00%	1.00	0.00%			1.05	5.00%	1.50	50.00%	0.55	0.00%
DVDs	R	NB	1.00	0.00%	1.00	0.00%			1.05	5.00%	1.50	50.00%	0.55	0.00%
Junior Videos	R	NB	0.50	0.00%	0.50	0.00%			0.55	10.00%	0.80	60.00%	0.30	0.00%

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Fax

In the UK - 1st Page	R	STD	1.02	2.13%	1.02	2.13%			1.05	2.81%	1.05	2.81%		0.00%
In the UK - Subsequent Page	R	STD	0.51	2.13%	0.51	2.13%			0.55	7.71%	0.55	7.71%		0.00%
Western Europe - 1st Page	R	STD	2.25	2.13%	2.25	2.13%			2.30	2.37%	2.30	2.37%		0.00%
Western Europe - Subsequent Page	R	STD	1.12	2.13%	1.12	2.13%			1.15	2.37%	1.15	2.37%		0.00%
Rest of the World - 1st Page	R	STD	3.57	2.13%	3.57	2.13%			3.65	2.11%	3.65	2.11%		0.00%
Rest of the World - Subsequent Page	R	STD	1.79	2.13%	1.79	2.13%			1.85	3.51%	1.85	3.51%		0.00%
Per Fax (any length)	R	STD	1.02	2.13%	1.02	2.13%			1.05	2.81%	1.05	2.81%		0.00%

Printing & Photocopies

Black and White PC Prints per A4 sheets	R	STD	0.20	2.13%	0.20	2.13%			0.20	-2.08%	0.20	-2.08%		0.00%
Colour PC Prints per A4 sheets	R	STD	0.41	2.13%	0.41	2.13%			0.40	-2.08%	0.40	-2.08%		0.00%
CD-ROM/Microform Prints per sheet	R	STD	0.31	2.13%	0.31	2.13%			0.30	-2.08%	0.30	-2.08%		0.00%
Black & White A4	R	STD	0.10	2.13%	0.10	2.13%			0.10	-2.08%	0.10	-2.08%		0.00%
Black & White A3	R	STD	0.20	2.13%	0.20	2.13%			0.20	-2.08%	0.20	-2.08%		0.00%
Colour A4	R	STD	1.02	2.13%	1.02	2.13%			1.05	2.81%	1.05	2.81%		0.00%
Colour A3	R	STD	1.53	2.13%	1.53	2.13%			1.55	1.18%	1.55	1.18%		0.00%
Black & White (Colour Photocopies) A4	R	STD	0.31	2.13%	0.31	2.13%			0.30	-2.08%	0.30	-2.08%		0.00%
Black & White (Colour Photocopies) A3	R	STD	0.61	2.13%	0.61	2.13%			0.60	-2.08%	0.60	-2.08%		0.00%

Hire of Library Premises

Monday - Thursday per hour	R	EXP	8.50	0.00%	8.50	0.00%			8.70	2.35%	15.00	76.47%		0.00%
Friday - Saturday per hour	R	EXP	9.50	0.00%	9.50	0.00%			9.75	2.63%	15.00	57.89%		0.00%
Commercial Organisations	R	EXP	15.00	0.00%	15.00	0.00%			15.50	3.33%	20.00	33.33%		0.00%

Advertising

Notice Board Display - Rental Charge	R	STD	30.00	2.11%	30.00	2.11%			36.00	20.00%	36.00	20.00%		0.00%
Bill posting fee - Up to 3 posters	R	STD	189.60	2.13%	189.60	2.13%			189.60	0.00%	189.60	0.00%		0.00%

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Family History Search Fee

Family History - Census search - one address - Address & year	R	STD	3.50	0.00%	3.50	0.00%			3.60	2.86%	5.00	42.86%		0.00%
Family History - Census search - one address - same address subsequent year	R	STD	1.75	0.00%	1.75	0.00%			1.80	2.86%	5.00	185.71%		0.00%
Family History - Census search - one address - same address subsequent year to include copies of six entries	R	STD	1.75	0.00%	1.75	0.00%			1.80	2.86%	5.00	185.71%		0.00%
Family History - Local Newspapers Search - Article on one specific event	R	STD	3.50	0.00%	3.50	0.00%			3.60	2.86%	7.00	100.00%		0.00%
Family History - Electoral Register Search - 1890-1914. Name & address. Occupant at one address. (5 year Search)	R	STD	3.50	0.00%	3.50	0.00%			3.60	2.86%	7.00	100.00%		0.00%
Family History - Electoral Register Search- 1920 - onwards. Name & address. Occupant at one address. (5 year Search)	R	STD	3.50	0.00%	3.50	0.00%			3.60	2.86%	7.00	100.00%		0.00%
Family History - Directories Search - Occupant at one address or trade. (5 year Search)	R	STD	3.50	0.00%	3.50	0.00%			3.60	2.86%	7.00	100.00%		0.00%
Family History - Parish Registers Search - Entry of baptism, marriage or burial	R	STD	1.75	0.00%	1.75	0.00%			1.80	2.86%	3.00	71.43%		0.00%
Family History -Rate Books Search - Occupant at one address	R	STD	3.50	0.00%	3.50	0.00%			3.60	2.86%	7.00	100.00%		0.00%
Family History -Journals Search - Article on one specific topic	R	STD	3.50	0.00%	3.50	0.00%			3.60	2.86%	7.00	100.00%		0.00%
Family History -Photographs Search - Photos of one specific place or topic	R	STD	3.50	0.00%	3.50	0.00%			3.60	2.86%	7.00	100.00%		0.00%
Family History - Maps - Extract showing 1 area.	R	STD	3.50	0.00%	3.50	0.00%			3.60	2.86%	7.00	100.00%		0.00%
Other Research - per half hour	R	STD	15.00	0.00%	15.00	0.00%			15.50	3.33%	20.00	33.33%		0.00%

Other

Annual Membership Fees - Non-Residents	R	EXP	0.00	0.00%	0.00	0.00%			0.00	0.00%	5.00	100.00%		
Computer Hire Charges - Free to Residents - Non-Residents - First Hour £1.00, .50p per hr. thereafter	R	EXP	0.00	0.00%	0.00	0.00%			0.00	0.00%	1.00	100.00%		

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Project	Group	Draft Programme 2011/12 (£000s)	Financed by:			Draft Programme 2012/13 (£000s)	Draft Programme 2013/14 (£000s)	Draft Programme 2014/15 (£000s)	Financed by:		
			Council/HRA Resources 2011/12 (£000s)	External Grants 2011/12 (£000s)	Other Sources 2011/12 (£000s)				Borrowing / Receipts 2012/15 (£000s)	External Grants 2012/15 (£000s)	Other Sources 2012/15 (£000s)
Programmes of Works											
Chrysalis Programme	PE&CS	1,000	1,000	0	0	1,000	1,000	1,000	3,000	0	0
Civic Centre Works Programme	PE&CS	1,200	1,200	0	0	1,185	1,115	0	2,300	0	0
Disabled Facilities Grant (DFG)	ASCHH	2,500	1,000	1,500	0	2,500	2,500	2,500	3,000	4,500	0
Environmental Assets	PE&CS	2,000	2,000	0	0	0	0	0	0	0	0
Highways Localities Programme	PE&CS	258	258	0	0	258	258	258	774	0	0
Highways Structural Works	PE&CS	950	950	0	0	950	950	950	2,850	0	0
ICT Single Development Plan	F&BS	1,000	1,000	0	0	1,000	1,000	1,000	3,000	0	0
Leader's Initiative	DCE	200	200	0	0	200	200	200	600	0	0
Private Sector Renewal Grant (PSRG)	ASCHH	450	450	0	0	450	450	450	1,350	0	0
Property Works Programme	PE&CS	600	600	0	0	600	600	600	1,800	0	0
Purchase of Vehicles	PE&CS	1,000	1,000	0	0	1,000	0	0	1,000	0	0
Road Safety	PE&CS	250	250	0	0	250	250	250	750	0	0
Street Lighting	PE&CS	180	180	0	0	180	180	180	540	0	0
Town Centre Initiatives	PE&CS	325	325	0	0	325	325	325	975	0	0
Transport for London	PE&CS	3,417	0	3,417	0	3,297	1,992	1,992	0	7,281	0
		15,330	10,413	4,917	0	13,195	10,820	9,705	21,939	11,781	0
Schools Capital Projects											
Formula Capital Devolved to Schools	PE&CS	2,837	0	2,837	0	739	739	739	0	2,217	0
Primary School Expansions	PE&CS	25,414	10,552	12,724	2,138	12,861	12,861	12,861	0	34,683	3,900
Ruislip High School - Expansion	PE&CS	1,350	800	0	550	0	0	0	0	0	0
Urgent Building Condition Projects	PE&CS	6,833	0	6,833	0	4,000	4,000	4,000	0	12,000	0
		36,434	11,352	22,394	2,688	17,600	17,600	17,600	0	48,900	3,900
Self-financing Projects											
Hayes End Library Development	PE&CS	2,100	2,100	0	0	0	0	0	0	0	0
South Ruislip Development	PE&CS	6,634	6,634	0	0	258	0	0	258	0	0
Yiewsley Pool	PE&CS	6,304	6,304	0	0	0	0	0	0	0	0
		15,038	15,038	0	0	258	0	0	258	0	0
Other Genral Fund Projects											
Arundel Road Development HIP	PE&CS	2,000	2,000	0	0	0	0	0	0	0	0
CCTV Programme	PE&CS	230	230	0	0	0	0	0	0	0	0
Farm Barns	PE&CS	155	155	0	0	0	0	0	0	0	0
Highgrove Pool Phase II	PE&CS	3,800	3,536	0	264	0	0	0	0	0	0
HIP Projects	PE&CS	300	300	0	0	0	0	0	0	0	0
HIV Capital Grant	ASCHH	925	0	925	0	0	0	0	0	0	0
Libraries Refurbishment	PE&CS	622	622	0	0	311	0	0	311	0	0
Libraries Refurbishment - Central Library	PE&CS	1,000	1,000	0	0	2,000	0	0	2,000	0	0
New Years Green Lane	PE&CS	1,573	1,573	0	0	0	0	0	0	0	0
Sport & Cultural Projects	PE&CS	200	200	0	0	0	0	0	0	0	0
Willow Tree Centre	PE&CS	300	300	0	0	0	0	0	0	0	0
		11,105	9,916	925	264	2,311	0	0	2,311	0	0
Contingency											
General Contingency		1,000	1,000	0	0	1,000	1,000	1,000	3,000	0	0
Total General Fund Programme		78,907	47,719	28,236	2,952	34,364	29,420	28,305	27,508	60,681	3,900
Housing Revenue Account											
Estates Improvement	HRA	500	0	500	0	0	0	0	0	0	0
HRA - New Build - Extra Care Sites Phase 1	HRA	5,000	2,915	2,085	0	176	0	0	176	0	0
HRA - New Build - Learning Disability Sites Phase 1	HRA	188	97	91	0	0	0	0	0	0	0
HRA - New Build - HRA Pipeline Sites Phase 1	HRA	2,109	2,109	0	0	0	0	0	0	0	0
HRA - New Build - HRA Pipeline Sites Phase 2	HRA	4,688	3,963	725	0	0	0	0	0	0	0
HRA -Works to Stock	HRA	2,365	0	0	2,365	2,150	2,150	2,235	0	0	6,535
		14,850	9,084	3,401	2,365	2,326	2,150	2,235	176	0	6,535
Programme Total		93,757	56,803	31,637	5,317	36,690	31,570	30,540	27,684	60,681	10,435

Assessment of Unallocated General Fund Reserves	Minimum Level 2011/12 (£ million)	Maximum Level 2011/12 (£ million)	Minimum Level 2010/11 (£ million)	Maximum Level 2010/11 (£ million)	Change in Minimum Level (£ million)	Principal Reasons for Changes
The general financial climate to which the Council is subject	2	4	3	6	-1	Most funding streams now fairly certain but some issues on capitalisation
The overall financial standing of the authority	1.5	4	1.5	4	0	Slightly higher forecast balances, but higher contingency in 2011/12
The treatment of planned efficiency savings / productivity gains	2.5	5	1.5	3	1	Front loading of CSR cuts requires £25m of savings in 2011/12, significantly higher than last year
The treatment of inflation and interest rates	1	2	1	2	0	Inflation remains a risk
The financial risk inherent in major outsourcing arrangements	1	2	1	2	0	-
The treatment of demand led pressures	1	2	1	2	0	Degree of uncertainty on demographic pressures
The financial risks inherent in any major capital developments	1	1	1	1	0	Potential for capital programme of works to transfer to revenue funded
Estimates of the level and timing of capital receipts	1	1	1	1	0	Impact on MRP reduce through lower receipts
The availability of reserves and other funds to deal with major contingencies	0	1	0.5	1	-0.5	£4.8m of unallocated contingency built into the 2011/12 budget
The Council's capacity to manage in year budget pressures	1	2	0.5	1	0.5	Potential impact of uncertain economic climate
Total	12	24	12	23		

**Treasury Management Strategy Statement
and Investment Strategy 2011/12 to 2013/14**

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SUMMARY

This report explains the context within which the council's treasury management activity operates and sets out the strategy for the coming year in relation to the Council's cash flow, investment and borrowing, and the strategy for managing the numerous risks related to this activity.

With an overall annual expenditure in excess of £700m and an extensive capital programme, the council is required to actively manage its cash-flows on a daily basis. The requirement to invest or to borrow monies to finance capital programmes, and to cover daily operational needs, is an integral part of daily cash and investment portfolio management. As at 31 January 2011 the council's loan portfolio was valued at £163.2m and the total value of investments was £67.7m. The Balance Sheet position as at 31 March 2010 showed the value of debt as £163.1m and the value of investments as £74.8m. Interest received during the year to 31 March 2010 was £1.1m, compared to £5.9m in the year to 31 March 2009.

The Council's Capital Financing (CFR) requirement, which measures the Council's underlying need to borrow for capital purposes and representing the cumulative capital expenditure that has not yet been financed, is a key driver of borrowing strategy. The projected CFR for 31 March 2011 is £224.8m of which £160.8m is attributed to the General Fund with the remaining £64m within the Housing Revenue Account.

In the current economic climate the Council's strategy is to minimise borrowing to below the level of its net borrowing requirement. This is considerably lower than the CFR with the difference representing balances, reserves, provisions and working capital. This approach not only lowers interest costs but reduces also credit risk and relieves pressure on the Council's counterparty list. Borrowing is restricted to a few highly secure sources. These include: the Public Works Loan Board (PWLb), commercial banks, European Investment Bank, structured finance, and products associated with other local authorities. Additionally, borrowing is restricted by two limits: the Authorised Limit, a statutory limit that sets the maximum level of external borrowing on a gross basis, and the Operational Boundary, which is determined by both the estimated CFR and day to day cash flow movements. For 2011/12 the proposed Authorised Limit is £292m and proposed Operational Boundary is £262m.

Throughout the year, capital expenditure levels, market conditions and interest rate levels are monitored to minimise borrowing costs over the medium to longer term and maintain stability. The differential between debt costs and investment earnings continues to be acute, resulting in the use of internal resources in lieu of borrowing often being the most cost effective means of financing capital expenditure. An additional strand of the strategy is to actively monitor opportunities arising for debt rescheduling in order to deliver savings in interest costs but with minimal risk, and to balance the ratio of fixed rate to variable rate debt within the portfolio.

In order to service the Council's day to day cash needs, the Council maintains a portfolio of short term investments. The council's investment priorities are: the security of invested capital; the liquidity of invested capital, and the optimum yield that is commensurate with security and liquidity, in that order. The report details the Council's investment strategy, explains the institutions (counterparties) with whom the Council is permitted to invest, the limits related to the size of individual investments and overall holding with institutions.

In the annual review of this strategy several amendments to the counterparty list have been suggested. These include: the addition of AAA-rated Variable Net Asset Value Money Market Funds (VNAV); Pooled Funds; Treasury Bills; Local Authority Bills and the addition of term deposits in Sweden; increasing the maximum duration for new deposits to 2 years; and increasing Money Market Fund limits (from £5m/7.5% to £10m/15% and the total aggregate limit from 37.5% to 75%).

As a result of the recent turmoil in the banking industry, the security of any investment is the key consideration in decision making and a cautious approach will always be adopted. Whilst this report identifies all permitted options in investment decision making, tighter controls govern daily activity limiting the number of counterparties with whom investments will be placed and the value of the total holding with any single institution. Regular monitoring of all institutions on the counterparty list is part of daily treasury management. In any period of significant stress in the markets, the default position will be to invest with the governments Debt Management Office (DMO).

The impact of interest rates is crucial to all treasury management activity and forecasts of interest rate movements are taken into account in developing treasury management strategy. Consequently this strategy is kept under review and, taking market information into account, will be realigned, if required, with evolving market conditions and expectations for future interest rates.

1. Background

- 1.1. The Chartered Institute of Public Finance and Accountancy's Code of Practice for Treasury Management in Public Services (the "CIPFA TM Code") and the Prudential Code require local authorities to determine a Treasury Management Strategy Statement (TMSS) and Prudential Indicators on an annual basis. The TMSS also incorporates the Annual Investment Strategy as required under the CLG's Investment Guidance.
- 1.2. CIPFA has defined Treasury Management as: "the management of the organisation's investments and cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities; and the pursuit of optimum performance consistent with those risks."
- 1.3. The Council is responsible for its treasury decisions and activity. No treasury management activity is without risk. The successful identification, monitoring and control of risk are integral elements to treasury management activities and include:
 - Credit and Counterparty Risk (Security of investments)
 - Liquidity Risk (Inadequate cash resources)
 - Market or Interest Rate Risk (Fluctuations in interest rate levels)
 - Inflation Risk (Exposure to inflation)
 - Refinancing Risk (Impact of debt maturing in future years)
 - Legal & Regulatory Risk
 - Fraud & Corruption

- 1.4. The strategy takes into account the impact of the Council's Revenue Budget and Capital Programme on the Balance Sheet position, the Prudential Indicators and the current and projected Treasury position (Appendix A). The outlook for interest rates (Appendix B) has been taken into account in developing this strategy.
- 1.5. The purpose of this TMSS is to allow Council to approve:
- Treasury Management Strategy for 2011-12 (Borrowing and Debt Rescheduling - Section 3, Investments - Section 4)
 - Prudential Indicators – (NB: the Authorised Limit is a statutory limit)
 - MRP Statement – Section 7
 - Use of Specified and Non-Specified Investments – Appendices C & D
- 1.6. As per requirements of the Prudential Code, the Council approved the adoption of the CIPFA Treasury Management Code in February 2010. The Council has incorporated the changes from the revised CIPFA Code of Practice into its treasury policies, procedures and practices.
- 1.7. All treasury activity will continue to comply with relevant statute, guidance and accounting standards.

2. Balance Sheet and Treasury Position

- 2.1. The underlying need to borrow for capital purposes, as measured by the Capital Financing Requirement (CFR), together with Balances and Reserves, are the core drivers of treasury management activity. The estimates of the CFR, based on the current Revenue Budget and Capital Programmes, are:

	2010/11 Estimate £m	2011/12 Estimate £m	2012/13 Estimate £m	2013/14 Estimate £m
General Fund CFR	168.2	183.4	181.5	182.9
HRA CFR	64.1	67.5	68.6	68.6
Total CFR	232.3	250.9	250.1	251.5
Less: Existing Profile of Borrowing and Other Long Term Liabilities	161.6	158.6	152.6	146.6
Cumulative Maximum External Borrowing Requirement	70.7	92.3	97.5	104.9
Balances & Reserves*	16.5	15.4	13.4	11.4
Cumulative Net Borrowing Requirement/(Investments)	54.2	76.9	84.1	93.5

*In order to demonstrate a prudent net borrowing position the Balances and Reserves figures quoted above relate to core General Fund balances only and do not include those balances (circa £23m) over which the Council has no direct control.

2.2. The Council's level of physical debt and investments are linked to these components of the Balance Sheet. The current portfolio position is set out at Appendix A. Market conditions, interest rate expectations and credit risk considerations will influence the Council's strategy in determining the borrowing and investment activity against the underlying Balance Sheet position. The Council will ensure that net physical external borrowing (i.e. net of investments) will not exceed the CFR other than for short term cash flow requirements.

Estimates of Capital Expenditure:

2.3. It is a requirement of the Prudential Code to ensure that capital expenditure remains within sustainable limits and, in particular, to consider the impact on Council Tax and in the case of the HRA, housing rent levels.

2.4. The estimates for capital expenditure shown in the next table vary from the draft budget presented in Appendix 9 for the purposes of Treasury Management. Figures presented here are an estimate of likely capital cash outflows whereas the capital budget is set on an accruals basis.

Capital Expenditure	2010/11 Approved £m	2010/11 Revised £m	2011/12 Estimate £m	2012/13 Estimate £m	2013/14 Estimate £m
General Fund	77.1	56.5	61.8	59.8	39.3
HRA	22.6	17.6	11.9	5.4	2.2
Total	99.7	74.1	73.7	65.2	41.5

2.5. Capital expenditure is expected to be financed as follows:

Capital Financing	2010/11 Approved £m	2010/11 Revised £m	2011/12 Estimate £m	2012/13 Estimate £m	2013/14 Estimate £m
Capital Receipts	9.0	3.1	20.9	27.1	10.9
Government Grants	34.8	35.3	24.7	28.2	19.7
Major Repairs Allowance	8.2	8.2	-	-	-
Revenue Contributions	2.1	0.8	1.9	2.6	2.2
Other External Funding	12.0	3.3	3.0	1.3	1.3
Supported Borrowing	2.1	2.9	-	-	-
Unsupported Borrowing	31.5	20.5	23.2	6.0	7.4
Total	99.7	74.1	73.7	65.2	41.5

Incremental Impact of Capital Investment Decisions:

2.6. As an indicator of affordability the table below shows the impact of capital investment decisions on Council Tax and Housing Rent levels. The incremental impact is calculated by comparing the total revenue budget requirement of the current approved capital programme with an equivalent calculation of the revenue budget requirement arising from the proposed capital programme.

Incremental Impact of Capital Investment Decisions	2010/11 Approved £	2011/12 Estimate £	2012/13 Estimate £	2013/14 Estimate £
Increase in Band D Council Tax	9.71	10.62	18.73	25.15
Increase in Average Weekly Housing Rents	0.21	(0.17)	0.63	1.94

2.7. While the impact of capital investment on Band D Council Tax is as shown above, savings and efficiencies across the Council have offset these increases in financing costs to enable for Council Tax to remain unchanged for 2010/11 and 2011/12.

Reform to the Council Housing Subsidy System

2.8. CLG consulted on proposals to reform the council housing subsidy system in July 2010 and have now published 'Implementing self-financing for council housing' giving further details of draft settlement amounts and the transitional processes in moving from the subsidy system to a self-financing one. This will see the removal of the subsidy system whereby rents are effectively pooled centrally and then redistributed, by offering a one-off reallocation of debt in return for Authorities retaining all rental income. Legislation enacting these reforms will be introduced in the Localism Bill to enable the new system to commence in April 2012. Initial settlements figures indicate that the Council will undertake £172m of Housing debt in return for an annual subsidy payment to central government that currently amounts to £15m per annum and will finance this through internal resources and/or external borrowing. The Council has the option of borrowing from the PWLB or the market and will, in conjunction with treasury advisors, seek a mix of financial instruments that spreads Treasury risks. In a departure from current Treasury practice this portfolio will be entirely ring-fenced to the HRA and hence eliminate any potential liability on the GF through complex statutory recharging methodologies. It is possible approval may be issued to source this funding during 2011/12 and to accommodate this, a contingency amount of £200m, has been included within the Authorised Limit and Operational Boundary below.

2.9. The estimate for interest payments in 2011/12 is £6.7m and for interest receipts is £0.3m. The ratio of financing costs to the Council's net revenue stream is an indicator of affordability and highlights the revenue implications of existing and proposed capital expenditure by identifying the proportion of the revenue budget required to meet borrowing costs. The ratio is based on costs net of investment income.

Ratio of Financing Costs to Net Revenue Stream	2010/11 Approved %	2010/11 Revised %	2011/12 Estimate %	2012/13 Estimate %	2013/14 Estimate %
General Fund	5.11	3.53	4.25	5.25	6.43
HRA	4.40	3.78	3.51	3.92	5.36
Weighted Average	4.95	3.58	4.07	4.92	6.16

3. Borrowing and Rescheduling Strategy

- 3.1. The Council's balance of actual external debt at 31 January 2011 (gross borrowing plus other long term liabilities) is shown in Appendix A. This Prudential Indicator is comparable with the Operational Boundary and Authorised Limit.
- 3.2. The **Authorised Limit** sets the maximum level of external borrowing on a gross basis (i.e. not net of investments) and is the statutory limit for borrowing determined under Section 3(1) of the Local Government Act 2003 (referred to in the legislation as the Affordable Limit).

Authorised Limit for External Debt	2010/11 Approved £m	2010/11 Revised £m	2011/12 Estimate £m	2012/13 Estimate £m	2013/14 Estimate £m
Borrowing	299	299	289	300	309
Other Long term Liabilities	3	3	3	2	2
Authorised Limit	302	302	292	302	311
Authorised Limit including Housing Subsidy Reform Funding	372	372	492	502	511

- 3.3. The **Operational Boundary** is linked directly to the Council's estimates of the CFR and estimates of other day to day cashflow requirements. This indicator is based on the same estimates as the Authorised Limit reflecting the most likely, prudent but not worst case scenario but without the additional headroom included within the Authorised Limit.

Operational Boundary for External Debt	2010/11 Approved £m	2010/11 Revised £m	2011/12 Estimate £m	2012/13 Estimate £m	2013/14 Estimate £m
Borrowing	269	269	259	270	279
Other Long term Liabilities	3	3	3	2	2
Operational Boundary	272	272	262	272	281
Operational Boundary including Housing Subsidy Reform Funding	342	342	462	472	481

- 3.4. The Director of Finance & Business Services has delegated authority, within the above limits for any individual year, to effect movement between the separately agreed limits for borrowing and other long term liabilities. Decisions will be based on the outcome of financial option appraisals and best value considerations. Council will be notified of any use of this delegated authority.
- 3.5. In conjunction with advice from its treasury advisor, Arlingclose, the Council will keep under review the following borrowing options:
- Public Works Loan Board (PWLB) loans
 - Borrowing from other local authorities
 - Borrowing from institutions such as the European Investment Bank and directly from Commercial Banks
 - Borrowing from the Money Markets
 - Local authority stock issues
 - Local authority bills
 - Structured finance
- 3.6. Notwithstanding the issuance of Circular 147 on 20 October 2010, following the CSR announcement which increases the cost of new local authority loans from the PWLB to 1% above the cost of the Government gilts, PWLB still remains an attractive source of borrowing, given the transparency and control its facilities continue to provide. The types of PWLB borrowing that are considered appropriate for a low interest rate environment are:
- Variable rate borrowing
 - Medium-term Equal Instalments of Principal (EIP) or Annuity Loans
 - Long term Maturity loans, where affordable

Capital expenditure levels, market conditions and interest rate levels will be monitored during the year in order to minimise borrowing costs over the medium to longer term and maintain stability. The differential between debt costs and investment earnings, despite long term borrowing rates being at low levels, remains acute and this is expected to remain a feature during 2011/12. The “cost of carry” associated with medium and long term borrowing compared to temporary investment returns means that new fixed rate borrowing could entail additional

short term costs. The use of internal resources in lieu of borrowing may again, in 2011/12, be the most cost effective means of financing capital expenditure.

- 3.7. PWLB variable rates are expected to remain low as the Bank Rate is maintained at historically low levels for an extended period. Exposure to variable interest rates will be kept under regular review. Each time the spread between long term rates and variable rates narrows by 0.50%, Arlingclose will trigger a formal review point with the Council and options will be considered and decisions taken on whether to retain the same exposure or change from variable to fixed rate debt.
- 3.8. The Council's existing PWLB variable rate loan borrowed prior to 20 October 2010 will be maintained on its initial terms and is not subject to the additional increased margin for new variable rate loans.
- 3.9. The Council has £48m loans, which are LOBO loans (Lender's Options Borrower's Option) of which £9m of loans will be in their call period in 2011/12. In the event that the lender exercises the option to change the rate or terms of the loan, the Council will consider the terms being provided and also repayment of the loan without penalty. The Council may utilise cash resources for repayment or may consider replacing the loan(s) by borrowing from the PWLB. The default response will however be early repayment without penalty.
- 3.10. There is a significant difference between the gross external borrowing requirement and the net external borrowing requirement represented by the Council's level of balances, reserves, provisions and working capital. The Council's current strategy is only to borrow to the level of its net borrowing requirement. The reasons for this are to reduce credit risk, take pressure off the Council's lending list and also to avoid the cost of carry existing in the current interest rate environment.
- 3.11. The rationale for rescheduling would be one or more of the following:
 - Savings in interest costs with minimal risk
 - Balancing the volatility profile (i.e. the ratio of fixed to variable rate debt) of the debt portfolio
 - Amending the profile of maturing debt to reduce any inherent refinancing risks.

Rates and markets are monitored daily by officers to identify opportunities for rescheduling.

- 3.12. Borrowing and rescheduling activity will be reported monthly to Cabinet.
- 3.13. The following Prudential Indicators allow the Council to manage the extent to which it is exposed to changes in interest rates. The upper limit for variable rate exposure has been set to ensure that the Council is not exposed to interest rate rises, which could adversely impact on the revenue budget. The limit allows for the use of variable rate debt to offset exposure to changes in short term rates on investments. On a net basis, the Council's upper limit for fixed interest rate exposure for 2011/12 is 25% (100% for debt less 75% for investments). The Council's net upper limit for variable interest rate exposure for 2011/12 is minus 50% (50% for debt less 100% for investments). These Prudential Indicators have

been calculated in accordance with CIPFA guidance. The Council's existing level of fixed interest rate exposure for debt is 91% and investments 0%. Variable rate exposure for debt is 9% and investments 100% (Investments excluding Icelandic deposits).

For the purposes of this indicator investments over one year in duration are classified as fixed. For 2011/12 separate debt and investment limits have been included to demonstrate individual exposure to each element.

Upper Limits for Interest Rate Exposure	Estimated Level (or benchmark level at 31/03/10 %)	2010/11 Approved Net Exposure %	2010/11 Revised %	2011/12 Estimate %	2012/13 Estimate %	2013/14 Estimate %
Upper Limit for Fixed Interest Rate Exposure on Debt	85	100	100	100	100	100
Upper Limit for Fixed Interest Rate Exposure on Investments	0		(75)	(75)	(75)	(75)
Upper Limit for Variable Interest Rate Exposure on Debt	15	50	50	50	50	50
Upper Limit for Variable Interest Rate Exposure on Investments	(100)		(100)	(100)	(100)	(100)

3.14. The Council will also limit and monitor large concentrations of fixed rate debt needing to be replaced. Limits in the following table are intended to control excessive exposures to volatility in interest rates when refinancing maturing debt.

Maturity structure of fixed rate borrowing	Existing level (or Benchmark level) at 31/03/11 %	Lower Limit for 2011/12 %	Upper Limit for 2011/12 %
under 12 months	1.0	0	25
12 months and within 24 months	3.0	0	25
24 months and within 5 years	5.4	0	50
5 years and within 10 years	28.7	0	75
10 years and within 20 years	10.1	0	100
20 years and within 30 years	0.0	0	100
30 years and within 40 years	0.0	0	100
40 years and within 50 years	19.3	0	100
50 years and above	32.5	0	100

4. Investment Policy and Strategy

- 4.1. Guidance from CLG on Local Government Investments in England requires that an Annual Investment Strategy (AIS) be set.
- 4.2. The Council's investment priorities are:
 - security of the invested capital;
 - liquidity of the invested capital;
 - an optimum yield which is commensurate with security and liquidity.
- 4.3. Investments are categorised as 'Specified' or 'Non Specified' investments based on the criteria in the CLG Guidance. Potential instruments for the Council's use within its investment strategy are contained in Appendices C and D. The Director of Finance & Business Services, under delegated powers, will undertake the most appropriate form of investments in keeping with the investment objectives, income and risk management requirements and Prudential Indicators. Decisions taken on the core investment portfolio will be reported monthly to Cabinet.
- 4.4. Amendments to the investment strategy for 2011/12 include:
 - Addition of AAA-rated Variable Net Asset Value (VNAV) Money Market Funds
 - Addition of Collective Investment Schemes (Pooled Funds)
 - Addition of Treasury Bills
 - Addition of Local Authority Bills
 - Addition of term deposits in Sweden - Counterparty - Svenska Handelsbanken
 - Addition of National Westminster Bank and Standard Chartered Bank
 - Increase the maximum duration for new deposits to 2 years
 - Increase in Money Market Fund limits (From £5m/7.5% to £10m/15% and the total aggregate limit from 37.5% to 75%)
 - Removal of Santander UK, Banco Santander and BBVA

These amendments have been proposed following a review to the strategy, taking guidance from the Council's treasury advisors Arlingclose into account. The rationale for these changes is explained in detail below.

The generally improving financial environment has led to a greater degree of confidence in a number of additional investment vehicles including VNAV Money Market Funds and Collective Investment Schemes. In addition, the changes under Basel III could mean that all Money Market Funds become VNAV Funds in the future. The addition of VNAV Funds allows flexibility within the strategy and incorporates the potential for the reclassification of the existing Constant Net Asset Value Funds already included within the strategy. Investments will only be placed on advice from Arlingclose and once they have satisfied their qualifying criteria.

Treasury Bills (T Bills) are included as approved investment instruments. T Bills are short dated, high quality notes issued by HM Treasury. They are issued by the Debt Management Office and are an eligible sovereign instrument meaning that they have an AAA-rating. They provide a direct route for investment with the

UK government, with enhanced liquidity and yields over DMADF term deposits. With regard to Local Authority Bills (LA Bills), the Council are not aware of any Local Authorities currently issuing short-term debt securities. However, it is possible that with changes to the PWLB lending policy, Local Authorities may choose to issue short-term bills. These bills would offer a more liquid alternative to term deposits with Local Authorities.

Sweden and Svenska Handelsbanken have been monitored throughout 2009/10 and they now feel comfortable with the country and the bank. The credit default swaps, share price and credit ratings of the bank have held up throughout the credit crunch. Sweden is AA-rated and Svenska is AA-/Aa2/AA-. The GDP and net debt to GDP ratios for Sweden are also in line with the other countries in the current list.

With regard to term deposits with UK counterparties, the Council has included NatWest and Standard Chartered Bank as approved counterparties for 2011/12. Standard Chartered Bank was one of the eight UK institutions given automatic access to the UK Government's Credit Guarantee Scheme in October 2008 and is therefore deemed to be systemically important to the UK Banking System. The Bank also meets Hillingdon's minimum long-term and short term credit ratings. The Council has also included NatWest Bank to its list of approved counterparties. The Bank has maintained its credit ratings over the past twelve months, and remains integral to the RBS Group.

Due to improving credit conditions there has been an increase in the deposit duration limit from 1 year to 2 years. The Council wishes to have the opportunity to lock into higher returns, with strong institutions. It will also assist in protecting against a lower for longer interest rate environment.

The nature of money market funds allows investors to participate in a more diverse and high quality portfolio than they would be able to access individually. The increase in money market fund limits follows the Arlingclose recommendation that a 15% limit should be applied to individual funds. The aggregate limit has been increased in line with the individual limit.

The continued economic issues and deteriorating asset quality within Spain have resulted in the notification of a possible sovereign credit downgrade. This in turn has led to additional notifications of possible downgrades to thirty Spanish banks including Banco Santander and BBVA. These concerns have resulted in both banks being removed from the Council's counterparty list. Santander UK is a bank incorporated in the UK. It is however a wholly owned subsidiary of Banco Santander. Due to concerns over the parent the Council has felt it prudent to also to remove the subsidiary.

- 4.5. The Council's current level of investments is presented at Appendix A.
- 4.6. The Council's in-house investments are made with reference to the outlook for the UK Bank Rate and money market rates.
- 4.7. In any period of significant stress in the markets, the default position is for investments to be made with the Debt Management Office or UK Treasury Bills.

(The rates of interest from the DMADF are below equivalent money market rates, but the returns are an acceptable trade-off for the guarantee that the Council's capital is secure.

4.8. The Council selects countries and the institutions within them for the counterparty list after analysis and careful monitoring of:

- Credit Ratings (minimum long term A+ for counterparties; AA+ for countries)
- Credit Default Swaps (where quoted)
- GDP; Net Debt as a Percentage of GDP
- Sovereign support mechanisms/potential support from a well-resourced parent institution
- Share Prices (where quoted)
- Macro-economic indicators
- Corporate developments, news articles and market sentiment.

These are listed in Appendix C.

4.9. The Council will continue to analyse and monitor these indicators and credit developments on a regular basis and respond as necessary to ensure security of the capital sums invested.

4.10. The UK Bank Rate has been maintained at 0.5% since March 2009, and is anticipated to remain at low levels throughout 2011/12. Short term money market rates are likely to remain at very low levels for an extended period, which will have a significant impact on investment income.

4.11. To protect against a lower for longer prolonged period of low interest rates and to provide certainty of income, 2 year deposits and longer term secure investments will be considered within the limits the Council has set for Non-Specified Investments (see Appendix D). The longer term investments will be likely to include:

- Term Deposits with counterparties rated at least A+ (or equivalent)
- Supranational Bonds (bonds issued by multilateral development banks): Even at the lower yields likely to be in force, the return on these bonds will provide certainty of income against an outlook of low official interest rates.

4.12. The Council has placed an upper limit for principal sums invested for over 364 days, as required by the Prudential Code. This limit is to contain exposure to the possibility of loss that may arise as a result of the Council having to seek early repayment of the sums invested.

Upper Limit for total principal sums invested over 364 days	2010/11 Approved £m	2010/11 Revised £m	2011/12 Estimate £m	2012/13 Estimate £m	2013/14 Estimate £m
	47	47	17	28	35

4.13. Collective Investment Schemes (Pooled Funds): The Council has evaluated the use of Pooled Funds and determined the appropriateness of their use within the investment portfolio. Pooled funds enable the Council to diversify the assets and

the underlying risk in the investment portfolio and provide the potential for enhanced returns. Any investment in pooled will be regularly monitored for both performance and to ensure their continued suitability in meeting the Council's investment objectives.

4.14. Investments which constitute capital expenditure:

Investments meeting the definition of capital expenditure can be financed from capital or revenue resources. They are also subject to the CLG's Guidance on "non-specified investments". Placing of such investments has accounting, financing and budgetary implications. Whilst it is permissible to fund capital investments by increasing the underlying need to borrow, it should be noted that under the CLG's MRP Guidance, MRP should be applied over a 20 year period. The Council has determined that it is not currently prudent to make investments which constitute capital expenditure. These would presently need to be sourced from revenue and therefore the requirement for MRP would make the investment not viable.

4.15. All investment activity will comply with the accounting requirements of the local authority IFRS based Code of Practice.

5. Outlook for Interest Rates

The economic interest rate outlook provided by the Council's treasury advisor, Arlingclose, is attached at Appendix B. The Council also monitors other sources of market information and will reappraise its strategy from time to time and, if required, realign it with evolving market conditions and expectations for future interest rates.

6. Balanced Budget Requirement

6.1. The Council complies with the provisions of S32 of the Local Government Finance Act 1992 to set a balanced budget.

7. 2011/12 MRP Statement

7.1. The Local Authorities (Capital Finance and Accounting)(England)(Amendment) Regulations 2008 (SI 2008/414) place a duty on local authorities to make a prudent provision for debt redemption. Guidance on Minimum Revenue Provision (MRP) has been issued by the Secretary of State. Local authorities are required to "have regard" to such Guidance under section 21(1A) of the Local Government Act 2003.

7.2. The major proportion of the MRP for several years from 2011/12 onwards will relate to the more historic debt liability. It will continue to be charged at the rate of 4%, using the CFR as the basis of calculation. Certain expenditure reflected within the debt liability at 31st March 2011 will, under delegated powers, be subject to MRP under option 3. It thus will be charged over a period, which is reasonably commensurate with the estimated useful life applicable to the nature of expenditure, using a straight line method. For example, capital expenditure on a

new building, or on the refurbishment or enhancement of a building, will be related to the estimated life of that building.

7.3. Estimated life periods will be determined under delegated powers. Where expenditure is not on the creation of an asset, and is of a type subject to estimated life periods, to which guidance refers, these periods will generally be adopted by the Council. However, the Council reserves the right to determine useful life periods and prudent MRP in exceptional circumstances. This would be where the recommendations of the guidance would not be appropriate.

7.4. Some types of capital expenditure incurred by the Council are not capable of being related to an individual asset. In these cases asset lives will be assessed on a basis, which most reasonably reflects the anticipated period of benefit from the expenditure. Also, whatever type of expenditure is involved, it will be grouped together in a manner, which reflects the nature of the main component of expenditure. It will only be divided up in cases where there are two or more major components with substantially different useful economic lives.

7.5. What is a Minimum Revenue Provision?

Capital expenditure is generally expenditure on assets which have a life expectancy of more than one year e.g. buildings, vehicles, machinery etc. It would be impractical to charge the entirety of such expenditure to revenue in the year in which it was incurred. Therefore such expenditure is spread over several years so as to try to match the years over which such assets benefit the local community through their useful life. The manner of spreading these costs is through an annual Minimum Revenue Provision. This was previously determined under Regulation, and will in future be determined under Guidance.

7.6. Statutory duty

Statutory Instrument 2008 no. 414 s4 lays down that:

- A local authority shall determine for the current financial year an amount of minimum revenue provision that it considers to be prudent.
- The above is a substitution for the previous requirement to comply with regulation 28 in S.I. 2003 no. 3146, (as amended)
- The share of Housing Revenue Account CFR is not subject to a MRP charge

7.7. Government Guidance

Along with the above duty, the Government issued guidance in February 2008. This requires that a Statement on the Council's policy for its annual MRP should be submitted to the full Council for approval. This should be before the start of the financial year to which the provision will relate.

The Council is legally obliged to "have regard" to the guidance. This is intended to enable a more flexible approach to assessing the amount of annual provision than was required under the previous statutory requirements. The guidance offers four main options under which MRP could be made. There is an overriding recommendation that the Council should make prudent provision to redeem its debt liability over a period. This period should be reasonably commensurate with that over which the capital expenditure is estimated to provide benefits. The requirement to 'have regard' to the guidance therefore means that: -

- Although four main options are recommended in the guidance, there is no intention to be prescriptive by making these the only methods of charge under which a local authority may consider its MRP to be prudent.
- It is the responsibility of each authority to decide upon the most appropriate method of making a prudent provision, after having had regard to the guidance.

7.8. Option 1: Regulatory Method

Under the previous MRP regulations, MRP was set at a uniform rate of 4% of the adjusted CFR on a reducing balance method (which in effect meant that MRP charges would stretch into infinity). This historic approach must continue for all capital expenditure incurred in years before the start of this new approach. It may also be used for new capital expenditure up to the amount, which is deemed to be supported through the SCE(R) annual allocation.

Option 2: Capital Financing Requirement Method

This is a variation on option 1 which is based upon a charge of 4% of the aggregate CFR without any adjustment for Adjustment A, or certain other factors which were brought into account under the previous statutory MRP calculation. The CFR is the measure of an authority's outstanding debt liability as depicted by their balance sheet.

Option 3: Asset Life Method.

This method may be applied to most new capital expenditure, including where desired that which may alternatively continue to be treated under options 1 or 2. Instead of a default position of 25 years, can change to match amortisation over life of asset (i.e. 40 years for a leisure facility)

Under this option, it is intended that MRP should be spread over the estimated useful life of either an asset created, or other purpose of the expenditure. There are two useful advantages of this option: -

- Longer life assets e.g. freehold land can be charged over a longer period than would arise under options 1 and 2.
- No MRP charges need to be made until the financial year after that in which an item of capital expenditure is fully incurred and, in the case of a new asset, comes into service use (this is often referred to as being an 'MRP holiday'). This is not available under options 1 and 2.

There are two methods of calculating charges under option 3:

- equal instalment method – equal annual instalments
- annuity method – annual payments gradually increase during the life of the asset

Option 4: Depreciation Method

Under this option, MRP charges are to be linked to the useful life of each type of asset using the standard accounting rules for depreciation (but with some exceptions) i.e. this is a more complex approach than option 3. The same conditions apply regarding the date of completion of the new expenditure as apply under option 3.

8. Monitoring and Reporting on the Treasury Outturn and Prudential Indicators

Treasury activity is monitored and reported to Senior Management on a daily and weekly basis. Monthly updates are provided to Cabinet as part of the budget monitoring process.

The Treasury Prudential Indicators are monitored throughout the year and reported monthly to Senior Management. Compliance with limits is reported monthly to Cabinet.

Cabinet are provided with monthly reports on treasury management activity and performance, and also a strategy report every six months.

Audit Committee are responsible for the yearly scrutiny of treasury management practices.

The Treasury Management Strategy Statement (including Prudential Indicators and Annual Investment Strategy) for the forthcoming financial year is submitted to Cabinet prior to agreement at full Council before the start of the financial year. An early draft was also provided to Audit Committee in December.

9. Other Items

Training

CIPFA's Code of Practice requires all members tasked with treasury management responsibilities, including scrutiny of the treasury management function, receive appropriate training relevant to their needs and understand fully their roles and responsibilities.

The Council adopts a continuous performance and development programme to ensure staff are regularly appraised and any training needs addressed. Treasury staff also attend regular training sessions, seminars and workshops. These ensure their knowledge is up to date and relevant. Details of training received are maintained as part of the performance and development process.

Council members receive education regarding treasury management as part of their general finance training. Access to additional training is provided where required.

Investment Consultants

The CLG's Guidance on local government investments recommend that the Investment Strategy should state:

- Whether and, if so, how the authority uses external contractors offering information, advice or assistance relating to investment and
- How the quality of any such service is controlled.

The Council has a contract in place with Arlingclose to provide a treasury advisory service. A schedule of services has been agreed between both parties. This clearly set out the duties to be carried out as part of the contract. Performance is

measured against the schedule of services to ensure the services being provided are in line with the agreement.

APPENDIX A

EXISTING PORTFOLIO PROJECTED FORWARD

	31 Jan 11 Current Portfolio £m	31 Mar 11 Estimate £m	31 Mar 12 Estimate £m	31 Mar 13 Estimate £m	31 Mar 14 Estimate £m
External Borrowing:					
Fixed Rate – PWLB	100.9	100.1	98.6	94.1	89.6
Fixed Rate – Market	48.0	38.0	39.0	48.0	43.0
Variable Rate – PWLB	14.3	13.5	12.0	10.5	9.0
Variable Rate – Market	0.0	10.0	9.0	0.00	5.0
Current Borrowing	163.2	161.6	158.6	152.6	146.6
New Borrowing	-	-	76.9	84.1	93.5
Total Borrowing	163.2	161.6	235.5	236.7	240.1
Existing long term liabilities	3.3	3.3	2.8	2.4	2.2
Total Gross External Debt	166.5	164.9	238.3	239.1	242.3
Total Investments	67.7	24.3	45.2	37.3	37.8
Net Borrowing Position	98.8	140.6	193.1	201.8	204.5

Arlingclose's Economic and Interest Rate Forecast

	Mar-11	Jun-11	Sep-11	Dec-11	Mar-12	Jun-12	Sep-12	Dec-12	Mar-13	Jun-13	Sep-13	Dec-13	Mar-14
Official Bank Rate													
Upside risk	0.25	0.25	0.25	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Central case	0.50	0.50	0.75	1.00	1.25	1.50	2.00	2.50	2.75	2.75	3.00	3.00	3.00
Downside risk	-	-	- 0.25	- 0.50	- 0.50	- 0.50	- 0.50	- 0.50	- 0.50	- 0.50	- 0.50	- 0.50	- 0.50
1-yr LIBID													
Upside risk	0.25	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Central case	1.65	1.90	2.15	2.40	2.50	2.50	2.75	3.00	3.25	3.50	3.50	3.50	3.50
Downside risk	- 0.25	- 0.25	- 0.25	- 0.50	- 0.50	- 0.50	- 0.50	- 0.50	- 0.50	- 0.50	- 0.50	- 0.50	- 0.50
5-yr gilt													
Upside risk	0.25	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Central case	2.75	3.00	3.25	3.50	3.75	4.00	4.00	4.00	4.00	4.00	4.25	4.25	4.00
Downside risk	- 0.25	- 0.25	- 0.25	- 0.25	- 0.25	- 0.25	- 0.25	- 0.25	- 0.25	- 0.25	- 0.25	- 0.25	- 0.25
10-yr gilt													
Upside risk	0.25	0.25	0.25	0.25	0.25	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Central case	3.90	4.00	4.10	4.25	4.50	4.75	4.75	4.75	4.75	4.75	5.00	5.00	4.75
Downside risk	- 0.25	- 0.25	- 0.25	- 0.25	- 0.25	- 0.25	- 0.25	- 0.25	- 0.25	- 0.25	- 0.25	- 0.25	- 0.25
20-yr gilt													
Upside risk	0.25	0.25	0.25	0.25	0.25	0.25	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Central case	4.50	4.75	5.00	5.25	5.25	5.00							
Downside risk	- 0.25	- 0.25	- 0.25	- 0.25	- 0.25	- 0.25	- 0.25	- 0.25	- 0.25	- 0.25	- 0.25	- 0.25	- 0.25
50-yr gilt													
Upside risk	0.25	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50	0.50
Central case	4.25	4.50	4.75	4.75	4.75	4.75	4.50	4.50	4.50	4.50	4.75	4.75	4.50
Downside risk	- 0.25	- 0.25	- 0.25	- 0.25	- 0.25	- 0.25	- 0.25	- 0.25	- 0.25	- 0.25	- 0.25	- 0.25	- 0.25

- The recovery in growth is likely to be slow and uneven.
- The initial reaction to the CSR is positive, but implementation risks remain.
- The path of base rates reflects the fragility of the recovery and the significantly greater fiscal tightening of the emergency budget. With growth and underlying inflation likely to remain subdued, the Bank will stick to its lower for longer stance on policy rates.
- Uncertainty surrounding Eurozone sovereign debt and the risk of contagion will remain a driver of global credit market sentiment.

Underlying assumptions:

- The framework and targets announced in the Comprehensive Spending Review (CSR) to reduce the budget deficit and government debt will be put to the test; meeting the 2010 borrowing target of £149bn will be crucial to the gilt market's confidence in the credibility of the deficit reduction plans.
- Despite Money Supply being weak and growth prospects remaining subdued, the MPC has gravitated towards increasing rates in the new year as global inflation continues to rise along with household inflation.
- Consumer Price Inflation is stubbornly above 3% and is likely to spike above 4% in the first quarter of 2011 as a result of VAT, utilities and rail fares.
- Unemployment remains near a 16 year high, at just over 2.5 Million, and is set to increase as the Public Sector shrinks. Meanwhile employment is growing but this is mainly due to part time work, leaving many with reduced income.

- Recently announced Basel III capital/liquidity rules and extended timescales are positive for banks. Restructuring of UK banks' balance sheets is ongoing and expected to take a long time to complete. This will be a pre-condition for normalisation of credit conditions and bank lending.
- Mortgage repayment, a reduction in net consumer credit and weak consumer confidence are consistent with lower consumption and therefore the outlook for growth.
- The US Federal Reserve downgraded its outlook for US growth; the Fed is concerned enough to signal further QE through asset purchases. Industrial production and growth in the Chinese economy are showing signs of slowing. Both have implications for the global economy.

While this forecast is produced by Arlingclose, Officers monitor other sources of market information which corroborate the outlook and assumptions detailed above.

Specified and Non Specified Investments

Specified Investments identified for use by the Council

Specified Investments will be those that meet the criteria in the CLG Guidance, i.e. the investment

- is sterling denominated
- has a maximum maturity of 1 year
- meets the “high credit quality” as determined by the Council or is made with the UK government or is made with a local authority in England, Wales, Scotland or Northern Ireland or a parish or community council.
- the making of which is not defined as capital expenditure under section 25(1)(d) in SI 2003 No 3146 (i.e. the investment is not loan capital or share capital in a body corporate).

“Specified” Investments identified for the Council’s use are:

- Deposits in the DMO’s Debt Management Account Deposit Facility
- Deposits with UK local authorities
- Deposits with banks and building societies
- *Certificates of deposit with banks and building societies
- *Gilts: (bonds issued by the UK government)
- *Bonds issued by multilateral development banks
- Treasury-Bills (T-Bills)
- Local Authority Bills
- AAA-rated Money Market Funds with a Constant Net Asset Value (CNAV)
- *AAA-rated Money Market Funds with a Variable Net Asset Value (VNAV)
- *Other Money Market Funds and Collective Investment Schemes– i.e. credit rated funds which meet the definition of a collective investment scheme as defined in SI 2004 No 534 and SI 2007 No 573.

* Investments in these instruments will be on advice from the Council’s treasury advisor.

For credit rated counterparties, the minimum criteria will be the lowest equivalent short term and long term ratings assigned by Fitch, Moody’s and Standard & Poor’s (where assigned).

Long term minimum: A+(Fitch); A1 (Moody’s); A+ (S&P)

Short term minimum: F1 (Fitch); P-1 (Moody’s); A-1 (S&P)

The Council will also take into account information on corporate developments of and market sentiment towards investment counterparties.

New specified investments will be made within the following limits:

Instrument	Country/ Domicile	Counterparty	Maximum Counterparty Limits %/£m
Term Deposits	UK	DMADF, DMO	No limit
Term Deposits/Call Accounts	UK	Other UK Local Authorities	£35m per Local Authority / No total limit
Term Deposits/Call Accounts	UK	Counterparties rated at least A+ Long Term and F1 Short Term (or equivalent)	15% / £20m
Term Deposits/Call Accounts	Non-UK	Counterparties rated at least A+ Long Term and F1 Short Term (or equivalent) in select countries with a Sovereign Rating of at least AA+	15% / £15m
Gilts	UK	DMO	No limit
Treasury Bills	UK	DMO	No limit
Local Authority Bills	UK	Other UK Local Authorities	No limit
Bonds issued by multilateral development banks		(For example, European Investment Bank/Council of Europe, Inter American Development Bank)	40% / £50m
AAA-rated Money Market Funds	UK/Ireland/ Luxembourg domiciled	CNAV MMFs VNAV MMFs (where there is greater than 12 month history of a consistent £1 Net Asset Value)	15% / £10m per fund. Maximum MMF exposure 75%
Other Money Market Funds and Collective Investment Schemes	UK/Ireland/ Luxembourg domiciled	Pooled funds which meet the definition of a Collective Investment Scheme (CIS) per SI 2004 No 534 and subsequent amendments	15% / £10m per fund. Maximum MMF exposure 75%

Instrument	Country/ Domicile	Counterparty	Maximum Counterparty / Group Limit £m	Maximum Counterparty / Group Limit %
Term Deposits	UK	DMADF, DMO	No limit	No Limit
Term Deposits	UK	Other UK Local Authorities	£35m per Local Authority	No Limit
Term Deposits /Call Accounts	UK	Lloyds Banking Group	20	15
Term Deposits /Call Accounts	UK	Barclays Bank Plc	20	15
Term Deposits /Call Accounts	UK	Clydesdale Bank (National Australia Bank Group)	20	15
Term Deposits /Call Accounts	UK	HSBC Bank Plc	20	15
Term Deposits /Call Accounts	UK	Nationwide Building Society	20	15
Term Deposits /Call Accounts	UK	RBS Group (Royal Bank of Scotland and Nat West)	20	15
Term Deposits /Call Accounts	UK	Standard Chartered Bank	20	15
Term Deposits /Call Accounts	Australia	Australia and NZ Banking Group	15	15
Term Deposits /Call Accounts	Australia	Commonwealth Bank of Australia	15	15
Term Deposits /Call Accounts	Australia	National Australia Bank Ltd (National Australia Bank Group)	15	15
Term Deposits /Call Accounts	Australia	Westpac Banking Corp	15	15
Term Deposits /Call Accounts	Canada	Bank of Montreal	15	15
Term Deposits /Call Accounts	Canada	Bank of Nova Scotia	15	15
Term Deposits /Call Accounts	Canada	Canadian Imperial Bank of Commerce	15	15
Term Deposits /Call Accounts	Canada	Royal Bank of Canada	15	15
Term Deposits /Call Accounts	Canada	Toronto-Dominion Bank	15	15

Term Deposits /Call Accounts	Finland	Nordea Bank Finland	15	15
Term Deposits /Call Accounts	France	BNP Paribas	15	15
Term Deposits /Call Accounts	France	Credit Agricole CIB (Credit Agricole Group)	15	15
Term Deposits /Call Accounts	France	Credit Agricole SA (Credit Agricole Group)	15	15
Term Deposits /Call Accounts	France	Société Générale	15	15
Term Deposits /Call Accounts	Germany	Deutsche Bank AG	15	15
Term Deposits /Call Accounts	Netherlands	ING Bank NV	15	15
Term Deposits /Call Accounts	Netherlands	Rabobank	15	15
Term Deposits /Call Accounts	Sweden	Svenska Handelsbanken	15	15
Term Deposits /Call Accounts	Switzerland	Credit Suisse	15	15
Term Deposits /Call Accounts	US	JP Morgan	15	15

Please note this list could change if, for example, a counterparty/country is upgraded, and meets our other creditworthiness tools. Alternatively if a counterparty is downgraded, this list may be shortened.

The above percentage limits are based on a 30 day rolling average investment balance.

Non UK Banks are restricted to a maximum exposure of 25% per country and a total overseas aggregate exposure (excluding MMFs) of 40%.

Maturity periods may be amended to less than one year to address any emerging risk concerns.

APPENDIX D

Non-Specified Investments determined for use by the Council

Having considered the rationale and risk associated with Non-Specified Investments, the following have been determined for the Council's use:

	In-house use	Maximum maturity	Max % of portfolio	Capital expenditure?
<ul style="list-style-type: none"> ▪ Deposits with banks and building societies ▪ CDs with banks and building societies 	✓	5 Years	40 In Aggregate	No
<ul style="list-style-type: none"> ▪ Gilts ▪ Bonds issued by multilateral development banks ▪ Bonds issued by financial institutions guaranteed by the UK government ▪ Sterling denominated bonds by non-UK sovereign governments 	✓ (on advice from treasury advisor)	6 Years	40 In Aggregate	No
Money Market Funds and Collective Investment Schemes, which are not credit rated	✓ (on advice from treasury advisor)	5 Years	15 In Aggregate	No

In determining the period to maturity of an investment, the investment should be regarded as commencing on the date of the commitment of the investment rather than the date on which funds are paid over to the counterparty.

COMMENTS OF THE POLICY OVERVIEW COMMITTEES ON THE CABINET'S BUDGET PROPOSALS

A meeting of the Corporate Services and Partnerships Policy Overview Committee on 9th February 2011 noted the comments made all the Policy Overview Committees on the budget and agreed to submit them to Cabinet for consideration:

Residents' & Environmental Services POC – 18 January 2011 (Planning, Environment and Community Services Group)

The Committee noted the budget projections and combined budget proposals put forward by the Planning, Environment & Community Services Group, within the context of the corporate budgetary position. There were no specific comments.

Corporate Services & Partnerships POC – 19 January 2011 (Finance & Business Services and Deputy Chief Executive's Office Groups)

The Committee noted the budget projections put forward by Central Services. There were no specific comments.

Education & Children's Services POC – 26 January 2011 (Education & Children's Services Group)

The Committee made the following comments on the Education and Children's Services budget for consideration:-

1. That the wording 'core offer' and 'additional offer' (see below) be clarified to provide a better understanding of what was being provided as part of these services.

"The Education & Children's Services Group has taken the opportunity to completely rethink how it delivers its overall service to Hillingdon's children and young people. It has applied a phased approach to developing a 'core offer' for services deemed essential, backed by an 'additional offer' of services which support the core services, as many of the core services do not, on their own, ensure child safety. Savings proposals have been developed on a service basis."

2. The Committee highlighted the importance of partnership working if the proposals contained within the budget were to work.
3. The Committee requested that it should be made clear in the report that this was the last stage of a long process to develop the budget proposals being put forward to Cabinet.

4. The Committee asked that the “End of Student Award Function” saving proposal be re-worded for clarity (saving no. 2.3)
5. The Committee requested that relation to the Music Service saving proposal that it contains a description advising that the savings figure referred to does not just come from charging for services (saving no. 5.5)
6. Fees & Charges – the Committee asked that consideration be given to different charges being made for services to residents and non residents as is the case in other departments.
7. The Committee recognised that Hillingdon was one of the few councils increasing funding for its capital projects. The Committee requested that officers seek to ensure that this approach continued given the likely pressures faced in primary schools and in due course in secondary schools.
8. Finally, the Committee recognised the considerable difficulty faced by officers in meeting the current financial situation, which has been forced upon them. The Committee agreed with the approach taken in streamlining administration to improve ways of working and avoiding duplication with schools.

Social Services, Health & Housing POC – 27 January 2011 (Adult Social Care, Health & Housing Group)

The Committee noted the budget projections put forward by Adult Social Care Health and Housing and made the following comments for Cabinet to note:

- In relation to Carers, the Committee highlighted (The Authority) should be careful not to inadvertently create other budget pressures by decisions taken (in this area).
- With regards to Personalised Budgets, the Committee noted that ICT (Liquid Logic) teething problems were delaying the Department’s progress to roll out personal budgets.
- With one of the Committee’s major review topics focusing on Assistive Technology, the Committee welcomed the speed at which their work on Assistive Technology was being progressed further by the Leader.
- On the benefits of Partnership working with the PCT, the Committee welcomed the expectation of the PCT working closely with the Council on new budget streams but expressed concern about the respite care one and asked Officers to seek to ensure that this is used by the PCT to enhance support for carers within the Borough.
- When the Committee examined Day Services Provision, it expressed concern that changes to community education could bring an influx of these clients, and this had not been taken account of in the budget figures.

- In relation to Day Centre provision, the Committee noted that some carers had expressed concern about the potential variation in Day Centre numbers especially given the numerous benefits which they brought such as social interaction for service users and respite for carers.
- With regards to Residential respite care provision, the Committee endorsed the officer's recommendation for option A (*continue with 28 nights free residential based respite in any financial year and a flat charge thereafter*) as an interim measure.